



# **Army Regional Tools (ART) Handbook**



***For CPOC Staffs, CPAC Staffs, Managers, Supervisors,  
Administrative Officers, Resource Managers, and Personnel  
Liaisons***



***Prepared by  
Civilian Personnel Operations Center Management Agency  
Training Management Division***

***Version 2.3 (updated for ART Version 1.1)  
May 7, 2003***

***With CHRMA Modification (1.1)  
Modified August 25, 2003***



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## Introduction

### Purpose and Use of this Guide

This guide provides systematic, step-by-step instructions for using the tools available in ART. The guide is for use by Civilian Personnel Advisory Center (CPAC) staff members, Civilian Personnel Operations Center (CPOC) staff members, managers, supervisors, resource management officials, administrative officers, commanders, and other designated users.

### What are Army Regional Tools (ART)?

ART is an integrated, web-based package of applications and links providing access to various automated tools needed to manage the Army civilian workforce.

- ART has its own built-in applications to assist managers and other users in managing the civilian workforce. These include tools to view employee, position, and organizational data, tools to assist in requesting and tracking personnel actions, and many others.
- The ART main menu also provides links to a number of centralized and external civilian personnel management applications, including DCPDS, the CSU Application, FASCLASS, and the SF50 History Database.

See the table below for a brief description of the current tools:

ART Main Menu Selection	Description
Centralized Applications	Links to FASCLASS and the SF50 History Database
Employee Data	Provides access to data about employees and their position, organization, and personnel actions.
Gatekeeper	Automated checklist that prompts users to provide information relevant to requested personnel actions. Specific Gatekeeper Handbooks are available on the CHRMA Homepage, under DCPDS, Army Regional Toolset (ART).
External Applications II	Links to DCPDS and the CSU Application
Headquarters	Headquarters Army Regional Tools -- ART tools that draw on a combined database from all regions (for MACOMs and other HQ elements).
Helpdesk	<i>Non-Personnelists! – Please do not use this tool, it is not applicable to OCONUS</i> <i>CPOC Personnelists and CPAC PSMs Only</i> <i>(Separate guide is available on the CHRMA Intranet)</i>
Inbox Statistics II	Provides information on timeliness of processing personnel actions (formerly known as the Red-Amber-Green report). This tool can provide consolidated information by region, CPAC location, Command, Inbox Sub-Type, or Inbox Type. It also provides access to individual RPAs.
My Stuff	<i>Personnelists Only.</i>
NPA Tracker	Tracks NPAs (SF50s) processed in DCPDS. Provides NPA data, related information (e.g., position data), status, and history.

<b>ART Main Menu Selection</b>	<b>Description</b>
OPF Tracker	Personnelists Only. OPF Tracker is a link to the OPF Tracker application, which is a tool, used by CPOC and CPAC staff to keep track of the location of employee Official Personnel Folders (OPFs).
Organization Structure	Provides information about organizations, i.e., number of organizations, vacant and encumbered positions, etc.
Pay Data	Provides pay data information such as IVRS interface problems, pay data rejects, pay data reverse interface problems, and pay data transaction (W3L) reports (primarily for CPOC users).
Pay Problems	<i>This chapter is under development.</i>
Phone and Email List	Provides phone number(s) and email addresses of ART users in the region. They can be searched by command, user type, CPAC (installation), or name.
RPA Tracker	Tracks RPAs processed in DCPDS. Provides RPA data, related information (e.g., position data), status, and history.
Review and Analysis	Provides management information such as supervisory ratios, PATCO (professional, administrative, technical, clerical, other) breakdowns, minority/non-minority and male/female statistics, etc.
Suspenses	Provides information about upcoming personnel action suspenses such as expiring appointments, expiring temporary promotions, within grade increases coming due, etc.

## Relationship to DCPDS

DCPDS is the system of record for Army civilian personnel. Army Regional Tools (ART) has a direct interface with DCPDS which provides both real-time information and information that is refreshed during overnight updates, depending on the tool. See the sections on specific tools to for more information.

## ART Users

Anyone who has access to DCPDS and CSU can get access to ART. As with DCPDS, different users have access to different tools within ART and to different sets of records. Supervisors and managers will have access to information for their subordinate employees only. CPAC personnel can only access information relevant to serviced activities at their installation. ART is a web-based program; therefore, users need a browser to access ART.

The Information Systems Division of each CPOC controls the levels of user access. The following is indicative of typical user access:

- CPOC and CPAC Personnelists in all functional areas.
- Managers and supervisors who initiate RPAs and require access to information pertaining to personnel actions, processing times, tracking of RPAs, etc.
- Resource management personnel who are involved in the RPA process.
- Administrative personnel and personnel liaisons who need access to RPA information in order to perform their jobs or who provide personnel related-information to managers and supervisors.



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## Getting Help

Non-Personnelists users should contact their servicing CPAC. Personnelists should contact the CPOC HRMIS representative if assistance is needed. You may also send an email, please see *Frequently Asked Questions (FAQs)* on page 15 for appropriate email address.


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## ART Login Process

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### Logging In

To gain access to ART, you must have a valid CSU/ART user id and password. ART is located on the CHRMA Homepage at <http://www.chrma.hqusareur.army.mil> under DCPDS, Army Regional Toolset (ART).

Step	Action
1	Enter your CSU/ART User ID and Password. <b>Note:</b> Your CSU and ART user id and password are identical.
2	Click on <b>&lt;Click Here to Login&gt;</b> . 

Step	Action
	<p>If this is your first time using ART, see <i>Initial Login (Account Editor)</i>, page 11 (you will need to enter your phone and email information).</p> <ul style="list-style-type: none"> <li>• Click on <b>&lt;Proceed into System&gt;</b> to get to the ART main menu.</li> <li>• Click on <b>&lt;Change User Settings&gt;</b> to change your phone number(s) or email address (see <i>Initial Login (Account Editor)</i>, page 11, below).</li> <li>• Click on <b>&lt;Add to Favorites&gt;</b> to add the ART Internet address (URL) to your Internet browser's list of favorite websites (you will notice that the browser menu and toolbar are not available when using ART).</li> </ul> 
4	<p>You may occasionally receive pop-up messages upon logging in to ART. These are from the system administrator informing you of any scheduled down time, systems maintenance, holiday hours, etc.</p>

## Initial Login (Account Editor)

Upon initial login, your ART account will not have phone numbers or an email address associated with it.

- To add your AKO (Army Knowledge Online) e-mail address (usually ends in “@us.army.mil”) and telephone numbers.
- To change them if they are incorrect:
  - <Click> on **Change User Settings**.
  - <Enter> the requested information (*Note: You can also change the background image on this screen*).
- CPOC users should also complete the Branch, Division, and Servicing Region blocks using the drop down menus (this will insure that the data displayed when using the My Stuff tool is appropriate for your CPOC location).
- Once you are done, <Click> on **Edit Account and Go to Main Menu**.

ART Account Editor - Microsoft Internet Explorer

Please Edit Account Information

User ID: AGMAAASPC021

Comm Phone: 410-306-1729

DSN Phone: 458-1729

Email: Your.Username@us.army.mil

Background Image:

Branch: [ ] Division: [ ] Servicing Region: [ ]

Edit Account and Go to Main Menu

[Cancel Account Edit and Go to Main Menu](#)

Done Internet

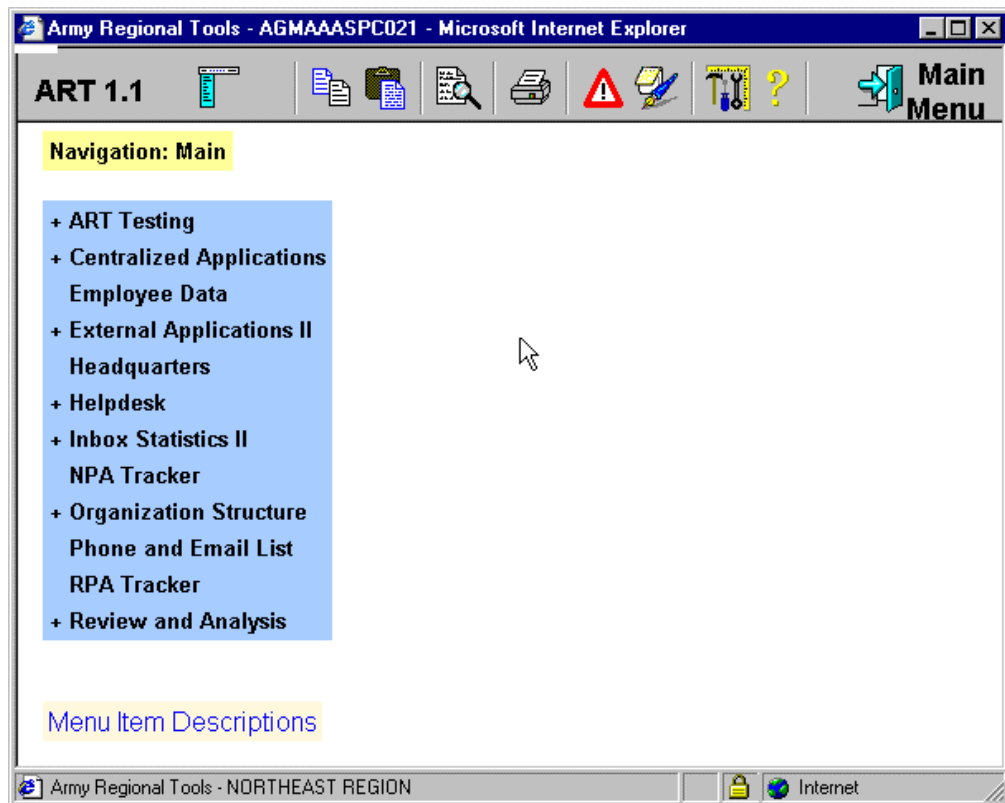
Your Login User ID will be automatically displayed

Enter your AKO email address

## Main Menu

### Main Menu

The ART main menu provides access to the various ART links and tools:



The actual selections on your menu will vary depending on your roles and responsibilities. Managers and supervisors have a somewhat different menu than personnelists; CPAC personnelists have different menu selections than CPOC personnelists.

## Navigating in ART

Selections on the main menu that are preceded by a "+" have subordinate menu selections. When you click on one of these items, another menu is displayed. For example, when you click on "Centralized Applications," the following menu displays:

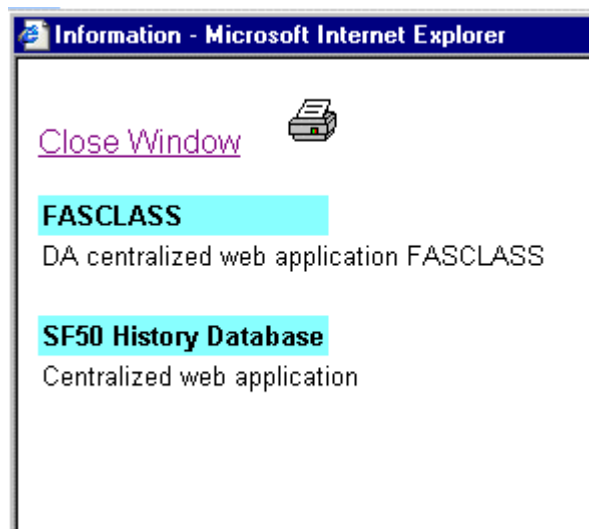
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**Navigation: [Main](#) > Centralized Applications**

**FASCLASS**  
**SF50 History Database**

### Menu Item Descriptions

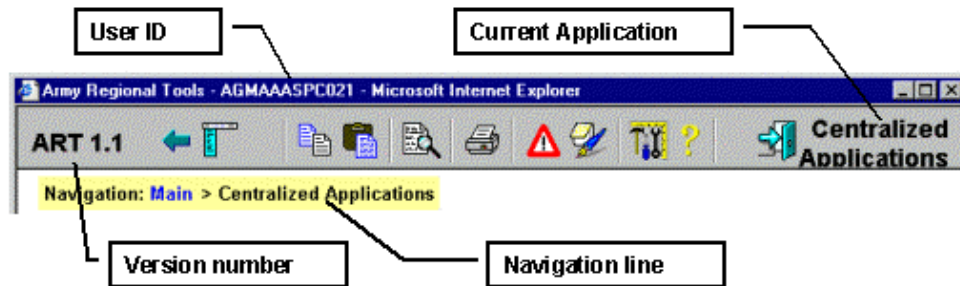
- From here you can select either of the two subordinate selections (FASCLASS or SF50 History Database).
- Notice the Navigation line at the top of the menu. This indicates where you are in the ART menu hierarchy, and you can use any active links in the hierarchy ("Main" in this case) to return to a previous screen.
- Clicking on "Menu Item Descriptions" opens a window that provides a brief description of the menu selections:














## The ART Toolbar

### Toolbar

The toolbar provides general information about your location in ART as well as a number of general-purpose icons.



### Toolbar Icons

Icon	Function
	Return to previous screen (you can also use the links in the navigation line)
	Return to main menu
	Copy
	Paste
	Find
	Print
	Report error (opens a ticket for the Helpdesk where you can report any problems you have encountered in ART)
	Make suggestion (opens a note to the ART developers)
	User preferences (opens the "Edit Account" window to change your phone number(s), email address, or screen background)
	Get help (some topics available, others are under development)
	Exit from ART

## Frequently Asked Questions

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### *How can I change my password for ART?*

Your ART user ID and password are exactly the same as your CSU user ID and password. If you change your password in the CSU database, your ART password will also be changed. Log in with your new password the next time you log into ART.

### *How can I get assistance with a problem I encountered while using ART?*

Non-Personnelists should contact their servicing Civilian Personnel Advisory Center or send an email to [Art-Help@cpoceur.army.mil](mailto:Art-Help@cpoceur.army.mil) for assistance.

### *What if I forget my CSU/ART password?*

You may send an email to the CPOC requesting to get your CSU password reset. Address the email to [Art-Help@cpoceur.army.mil](mailto:Art-Help@cpoceur.army.mil).

### *How can I navigate from one tool to another?*

Once you have logged into ART, you navigate between tools by using the "Back to Main Menu" link or the and then select the tool you wish to use.

### *Can I be logged into DCPDS, the CSU Application, and ART at the same time?*

Yes. You can be logged into all three applications at the same time. Once you have logged into either of these, minimize your screen to return to the ART screen.

### *What is Headquarters Army Regional Tools?*

Headquarters Army Regional Tools (HART) is an enhanced version of ART. HART is designed for use by HQDA staffmembers, MACOM Civilian Personnel Directorate staff members, and other users who need to see consolidated data.

### *What is the Employee Data tool, and how can I benefit from using it?*

The Employee Data tool provides employee information ranging from elected benefits, position information, organization information, a link to completed NPAs and RPAs, and more.

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## Terms and Acronyms

### Terms and Acronyms

The following are terms and acronyms used in this guide:

Term/Acronym	Definition
AKO	Army Knowledge Online
ART	Army Regional Tools
CMD or MACOM	Major Command
CPAC	Civilian Personnel Advisory Center
CPOC	Civilian Personnel Operations Center
CPOCMA	Civilian Personnel Operations Center Management Agency
CSU	Civilian Servicing Unit
CSU Application	A read-only extract from the primary database containing records of civilian employees. This application allows the user to view data about a specific employee or to run reports covering a group of employees.
DCPDS	Defense Civilian Personnel Data System. DCPDS is a human resources information system that supports civilian personnel operations throughout Department of Defense.
HQDA or DA	Headquarters, Department of the Army
Legacy DCPDS	The term used to refer to the older version of the Defense Civilian Personnel Data System (DCPDS). The <u>legacy</u> DCPDS is being phased out and replaced by the DCPDS.
NPA	Notification of Personnel Action (SF-50)
RM	Resource Management
RPA	Request for Personnel Action (SF-52)
SF50	Standard Form 50, Notification of Personnel Action
SF52	Standard Form 52, Request for Personnel Action
Smart Number	Tracking number assigned to each Request for Personnel Action.
SSN	Social Security Number



## Centralized Applications

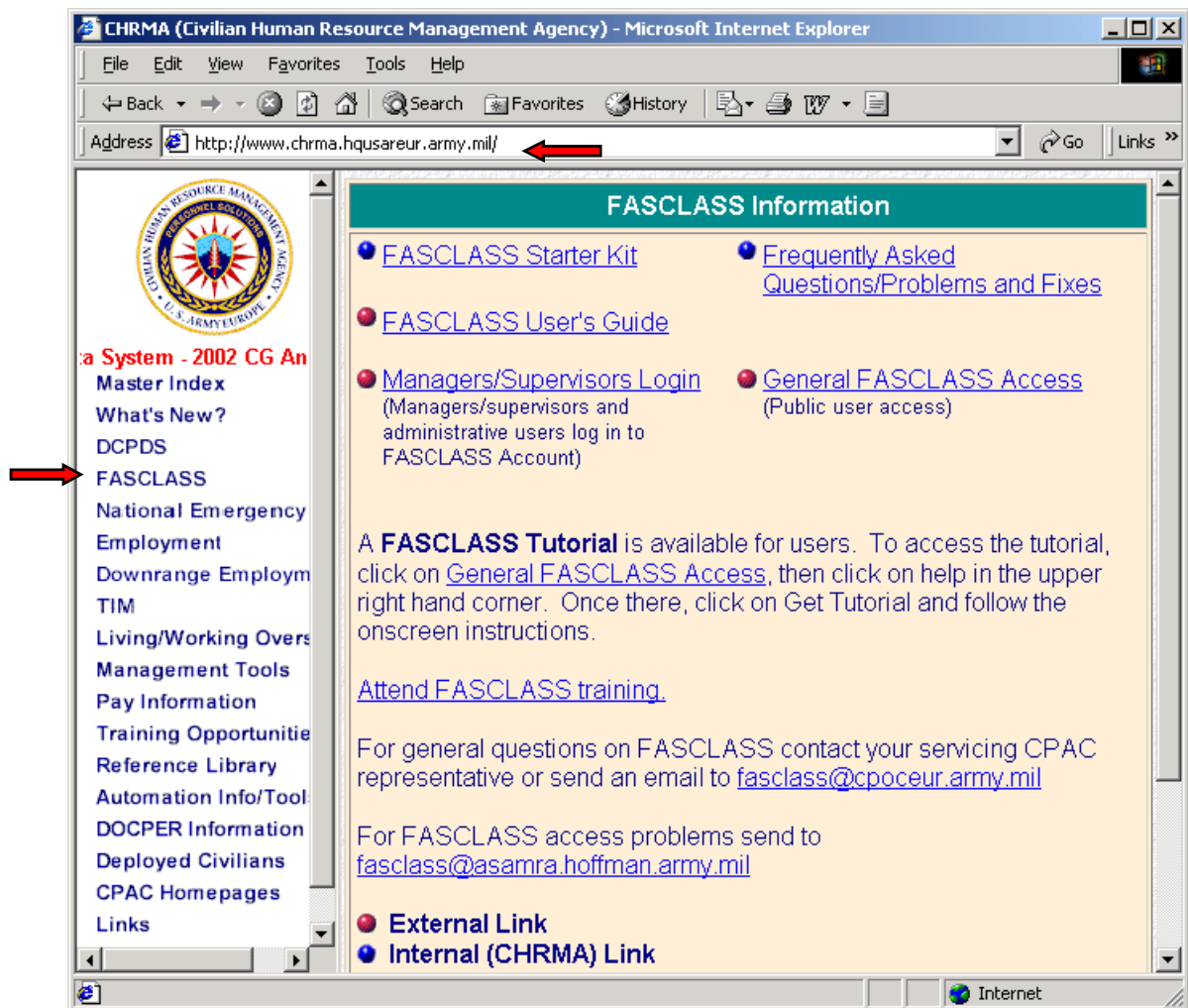
### Purpose

**Centralized Applications** provides direct access to **FASCLASS** and the **SF50 History Database**. These applications are not part of ART, but are useful in managing Army civilian human resources and hence have been included on the ART menu for users' convenience. They are both maintained at HQDA.

### FASCLASS

NOTE: You can also access FASCLASS through the CHRMA Homepage. Under the FASCLASS link you can find additional guidance as shown in the figure below.

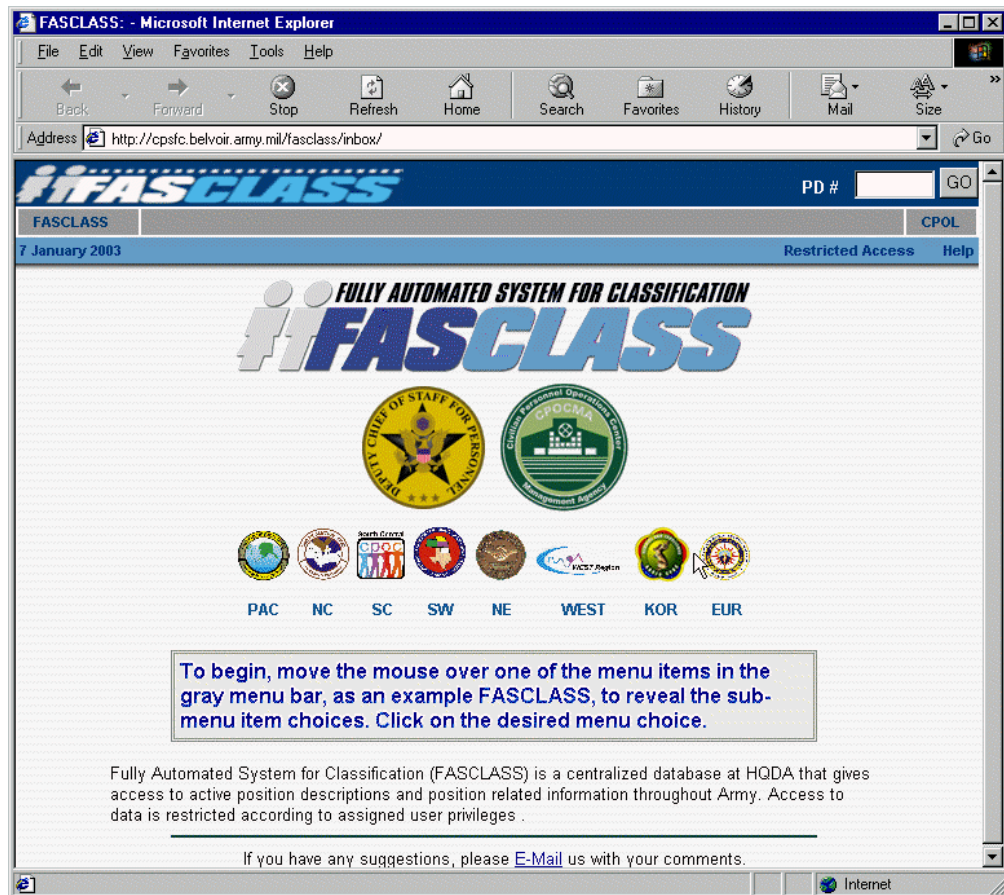
See next page for FASCLASS access via ART.



## Connecting to FASCLASS

From the ART main menu

- <Select> +Centralized Applications.
- <Select> FASCLASS.



## Using FASCLASS

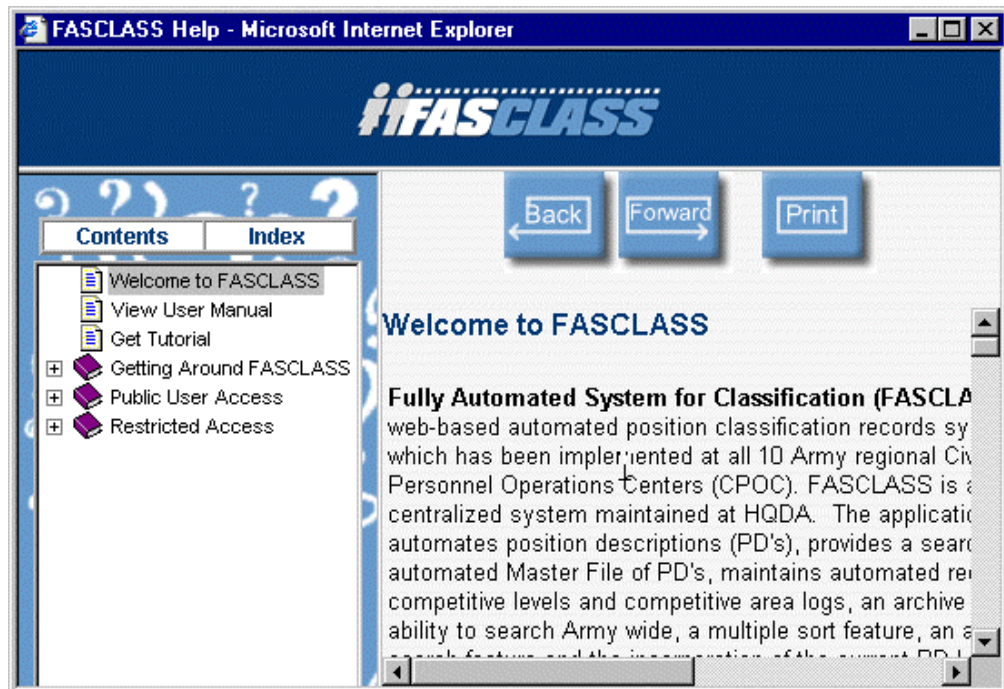
After accessing FASCLASS, proceed as you normally would to work in this area or to search for the position description of your choice. There are two levels of access to FASCLASS:

- General, **unrestricted** access which allows you to view position descriptions, and
- **Restricted** access, which provides additional capabilities such as creating and editing PDs.

Instructions for obtaining a user ID for the restricted access functions of FASCLASS are available in the "Restricted Access" section of the Help menu (see next page).

## Help with FASCLASS

For Help on using FASCLASS, click on the **Help** link within FASCLASS (on the right side of the blue bar above). This provides access to the FASCLASS Help system which includes an entire User Manual (in PDF format), a downloadable Tutorial, and other basic on-line help information:



## SF50 History Database

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### Purpose

The "SF50 History Database" is a web-accessed SF50 repository that allows DCPDS users to access a library of **SF50s of their US employees**.

- SF50s in the database go back a number of years. SF50s that were generated in the legacy (PPI) system are available, as are all new SF50s that have been and are being generated in the DCPDS.
- The SF50s in the database can be viewed on screen, or printed. They are displayed and printed as regular forms.
- SF50s are accessed by employee's social security number.

**NOTE:** For detailed information to include recommendations and resolutions for errors you may encounter using the application, please see SF50 History Database Handbook available on the CHRMA Homepage under DCPDS, Army Regional Tools.

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### Different Tools

There are several different tools available for obtaining SF50 information from DCPDS and related applications. Each has a different purpose:

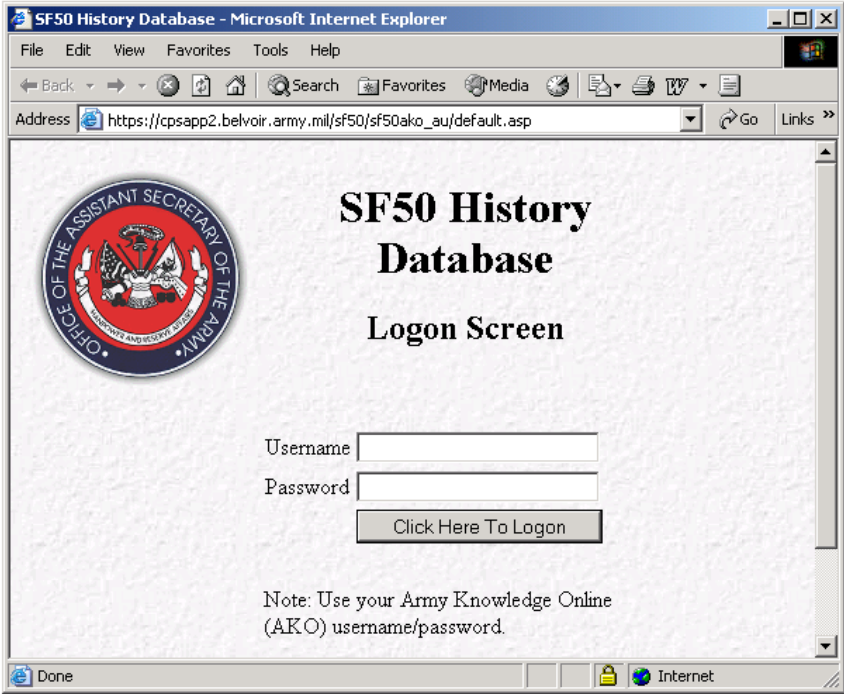
Application	Description
DCPDS, Civilian Inbox	Allows the user to <u>track</u> , <u>display</u> and/or <u>print</u> an RPA, or an NPA (SF50)* if the RPA has passed through that user's inbox.  * NPAs are available once the action has been processed and the effective date has passed.
DCPDS, Processes and Reports	Allows the user to <u>display</u> and/or <u>print</u> an NPA (SF50) or RPA for any employee in the user's organization. Does not allow for tracking an action. Does not require that the action passed through the user's inbox.
SF50 History Database	Allows the user to <u>display</u> and/or <u>print</u> an NPA for any US employee in the user's organization.
ART: NPA Tracker	Allows the user to <u>view</u> and <u>print</u> information about any NPA (SF50) processed in DCPDS for any employee in the user's organization. Includes <u>tracking history</u> and all the data from the form itself, but <u>not formatted</u> into a "form".
ART: RPA Tracker	Allows the user to <u>view</u> and <u>print</u> information about any RPA processed in DCPDS for any employee in the user's organization. Includes <u>tracking history</u> and all the data from the form itself, but <u>not formatted</u> into a "form".

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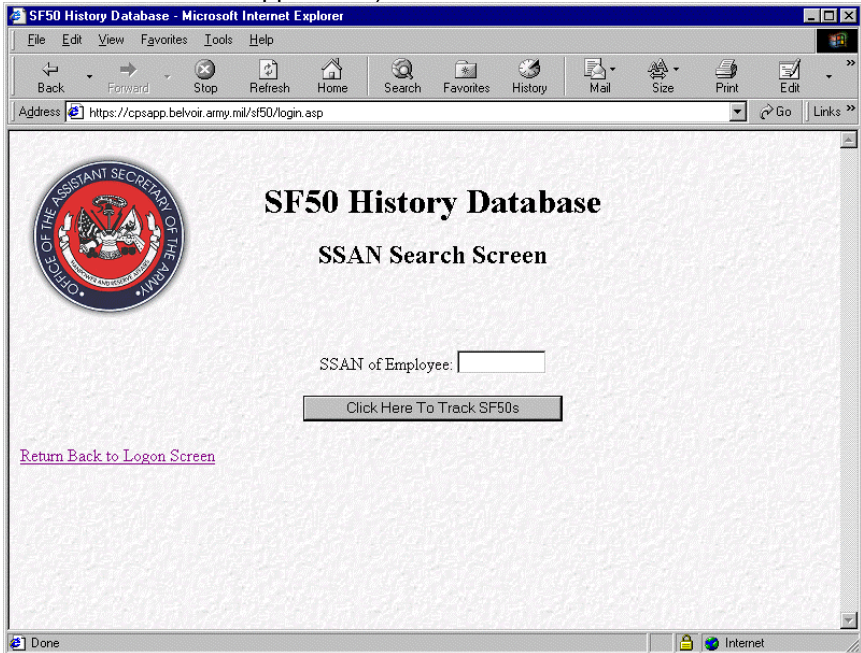
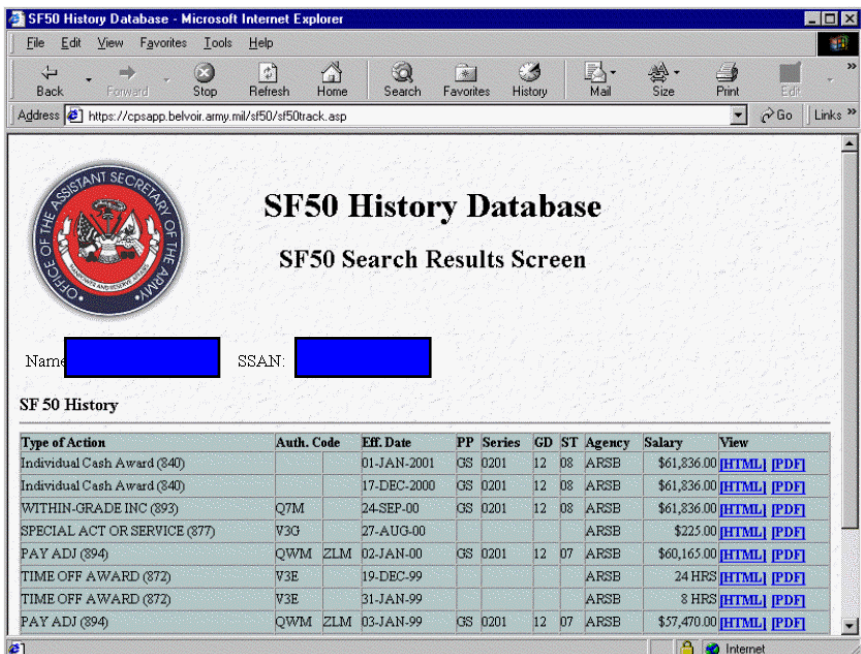
## Using the SF50 History Database

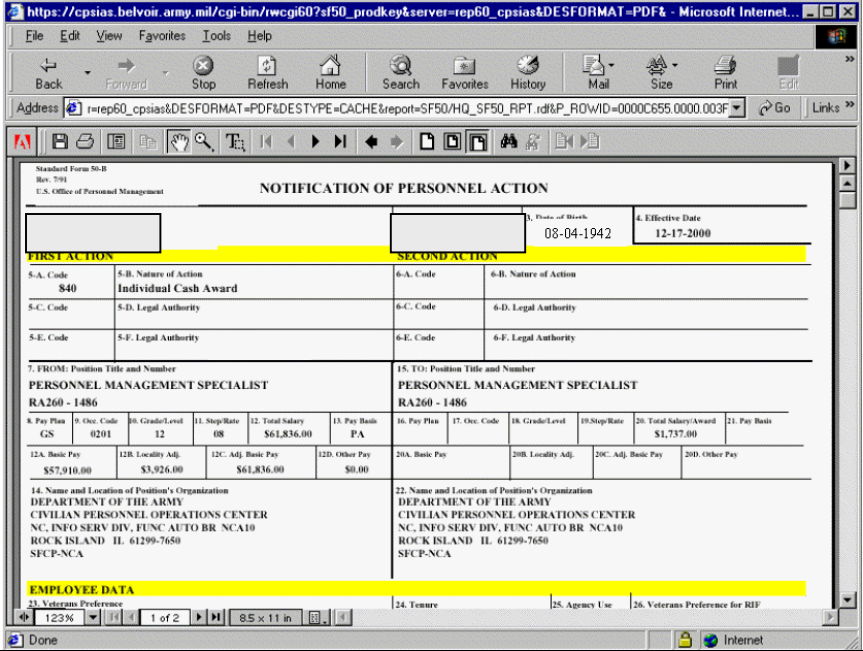
- To use the SF50 History Database, you need a CSU Application account/login. The same security that is used for your access to the CSU Application is used for the SF50 database (and you log in using the same username and password).
- Follow these steps to access and use the SF50 History Database (the logon screen for this application requires your user name and password, and you must select your region from the drop-down menu):

**NOTE:** For detailed information to include recommendations and resolutions for errors you may encounter using the application, please see SF50 History Database Handbook available on the CHRMA Homepage under DCPDS, Army Regional Tools.

Step	Action
1	<p>From the ART main menu</p> <ul style="list-style-type: none"> <li>• &lt;Select&gt; +Centralized Applications.</li> <li>• &lt;Select&gt; SF50 History Database.</li> </ul>
2	<p>When the SF50 History Database Logon Screen appears, enter your AKO username and password, then click &lt;Click Here To Logon&gt;.</p> 



Step	Action																																																																																										
3	<p>On the SSAN Search Screen, enter the social security number of the employee for whom you are searching (without hyphens), then click on the indicated button. The employee must be part of your organization (one whose record you would normally have permissions to view in DCPDS or the CSU Application).</p> 																																																																																										
4	<p>Once you enter an SSAN, a listing of the SF50s for that employee displays, as shown. To view any of the SF50s, click on either the [HTML] or [PDF] option in the view column. If you are going to print a hard copy of the SF50, the PDF version provides a better-printed copy.</p>  <table><thead><tr><th>Type of Action</th><th>Auth. Code</th><th>Eff. Date</th><th>PP</th><th>Series</th><th>GD</th><th>ST</th><th>Agency</th><th>Salary</th><th>View</th></tr></thead><tbody><tr><td>Individual Cash Award (840)</td><td></td><td>01-JAN-2001</td><td>GS</td><td>0201</td><td>12</td><td>08</td><td>ARSB</td><td>\$61,836.00</td><td><a href="#">[HTML]</a> <a href="#">[PDF]</a></td></tr><tr><td>Individual Cash Award (840)</td><td></td><td>17-DEC-2000</td><td>GS</td><td>0201</td><td>12</td><td>08</td><td>ARSB</td><td>\$61,836.00</td><td><a href="#">[HTML]</a> <a href="#">[PDF]</a></td></tr><tr><td>WITHIN-GRADE INC (893)</td><td>Q7M</td><td>24-SEP-00</td><td>GS</td><td>0201</td><td>12</td><td>08</td><td>ARSB</td><td>\$61,836.00</td><td><a href="#">[HTML]</a> <a href="#">[PDF]</a></td></tr><tr><td>SPECIAL ACT OR SERVICE (877)</td><td>V3G</td><td>27-AUG-00</td><td></td><td></td><td></td><td></td><td>ARSB</td><td>\$225.00</td><td><a href="#">[HTML]</a> <a href="#">[PDF]</a></td></tr><tr><td>PAY ADJ (894)</td><td>QWM ZLM</td><td>02-JAN-00</td><td>GS</td><td>0201</td><td>12</td><td>07</td><td>ARSB</td><td>\$60,165.00</td><td><a href="#">[HTML]</a> <a href="#">[PDF]</a></td></tr><tr><td>TIME OFF AWARD (872)</td><td>V3E</td><td>19-DEC-99</td><td></td><td></td><td></td><td></td><td>ARSB</td><td>24 HRS</td><td><a href="#">[HTML]</a> <a href="#">[PDF]</a></td></tr><tr><td>TIME OFF AWARD (872)</td><td>V3E</td><td>31-JAN-99</td><td></td><td></td><td></td><td></td><td>ARSB</td><td>8 HRS</td><td><a href="#">[HTML]</a> <a href="#">[PDF]</a></td></tr><tr><td>PAY ADJ (894)</td><td>QWM ZLM</td><td>03-JAN-99</td><td>GS</td><td>0201</td><td>12</td><td>07</td><td>ARSB</td><td>\$57,470.00</td><td><a href="#">[HTML]</a> <a href="#">[PDF]</a></td></tr></tbody></table>	Type of Action	Auth. Code	Eff. Date	PP	Series	GD	ST	Agency	Salary	View	Individual Cash Award (840)		01-JAN-2001	GS	0201	12	08	ARSB	\$61,836.00	<a href="#">[HTML]</a> <a href="#">[PDF]</a>	Individual Cash Award (840)		17-DEC-2000	GS	0201	12	08	ARSB	\$61,836.00	<a href="#">[HTML]</a> <a href="#">[PDF]</a>	WITHIN-GRADE INC (893)	Q7M	24-SEP-00	GS	0201	12	08	ARSB	\$61,836.00	<a href="#">[HTML]</a> <a href="#">[PDF]</a>	SPECIAL ACT OR SERVICE (877)	V3G	27-AUG-00					ARSB	\$225.00	<a href="#">[HTML]</a> <a href="#">[PDF]</a>	PAY ADJ (894)	QWM ZLM	02-JAN-00	GS	0201	12	07	ARSB	\$60,165.00	<a href="#">[HTML]</a> <a href="#">[PDF]</a>	TIME OFF AWARD (872)	V3E	19-DEC-99					ARSB	24 HRS	<a href="#">[HTML]</a> <a href="#">[PDF]</a>	TIME OFF AWARD (872)	V3E	31-JAN-99					ARSB	8 HRS	<a href="#">[HTML]</a> <a href="#">[PDF]</a>	PAY ADJ (894)	QWM ZLM	03-JAN-99	GS	0201	12	07	ARSB	\$57,470.00	<a href="#">[HTML]</a> <a href="#">[PDF]</a>
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Step	Action
5	<p>Here's a sample of an SF50 being viewed using the PDF (Adobe Acrobat) format. From here you can click on the print icon on the Adobe Acrobat toolbar to print a hard copy.</p> 
6	<p>When done</p> <ul style="list-style-type: none"> <li>• &lt;Click&gt; the Back button on your web browser to return to the previous screen (the list of SF50s).</li> <li>• &lt;Click&gt; the Back button again to return to the SSAN Search Screen.</li> </ul>

## Employee Data

### Purpose

The purpose of the Employee Data tool is to provide quick and easy access to basic data about employees, including personnel and position data (including their job description), NPA and RPA history, organization information, and similar information. This data is refreshed from the DCPDS database nightly (so it can be up to one day old).

### Other Sources of Employee Data

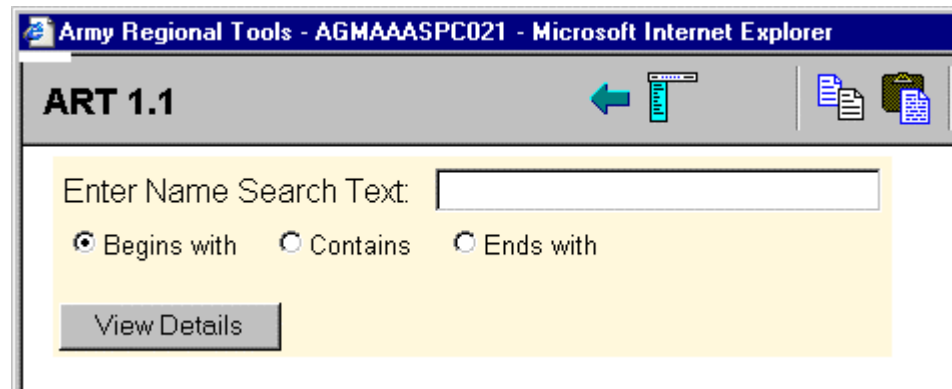
Although the Employee Data tool is very easy to use, there are occasions when you may need to use other sources to find the information you want. Additional information about employees is also available from the following:

Application	Description
DCPDS	Contains detailed information about employees, the source from which the data for all other tools flows. Database of record, so this data is real time. However, it is not always easy to locate specific information. For more information see the <i>Retrieving Information</i> chapter of the DCPDS Desk Guide.
CSU Application	A read-only source of information about employees, similar to the Employee Data tool but with somewhat different types of data available. For more information see the <i>CSU Application</i> chapter of the DCPDS Desk Guide.

### Accessing Employee Data

To access the Employee Data tool, select <**Employee Data**> from the ART main menu. On the search screen that displays, enter some or all of the employee's last name, and click <**View Details**>.

NOTE: You can also search by another part of the name using the "Contains" or "Ends with" radio buttons, e.g., if you enter a first name in the search block, click on the "Contains" radio button before clicking <**View Details**>).



If the name you entered has more than one match you will see a listing of matching names, together with their installation (CPAC) and pay plan, series, and grade. Click on the name of the employee from this list.



## Types of Employee Data

Once the employee's record has been retrieved, click on any of the links to view data or more options.

Employee Data			
Name:	SERKIN, ANDREW	PP-Seri-Gr:	GS-0301-11
CPAC:	CAMP SWAMPY	Command:	FC
CPOC Division:	1	CPOC Branch:	D
Information			
<a href="#">Employee Information</a>		<a href="#">Position Information</a>	
<a href="#">Job Description</a>		<a href="#">Organization Structure</a>	
History			
<a href="#">NPA/RPA History</a>		<a href="#">Helpdesk Ticket History</a>	
Pay Data			
<a href="#">W3L's</a>		<a href="#">Pay Rejects</a>	
<a href="#">Reverse Interface</a>		<a href="#">IVRS Interface</a>	

## Sample Data Screen

For instance, clicking on the Employee Information link displays the following screen, with a number of additional radio buttons to view SCD, TSP, WIGI, NTE data, etc. There are also links to position data, the job description, organization structure, NPA/RPA History, and pay data (used primarily at the CPOC).

Employee Information - Microsoft Internet Explorer

Close Window

**Employee Information**

SSN:   
 Pay Plan:   
 Grade:   
 PayRD:   
 Series:   
 Step:   
 CPOID:

☒ Salary ☐ SCD ☐ TSP ☐ WIGI ☐ NTE ☐ Other CPCN's   
 ☐ Retained ☐ Benefits ☐ Projected ☐ Other ☐ Training ☐ Overseas   
 ☐ Appraisal ☐ Award ☐ LQA

**Salary Data**

Basic: 71289   
 Table Sal: 71289   
 Locality: 8184   
 Post Differential Amount:   
 Post Differential Pct: %   
 Post Differential Begin:   
 Post Differential End:

## Central DCPDS 11i

---

**Purpose** **Central DCPDS 11i** provides direct access to **DCPDS**. This application is not part of ART, but is included on the ART menu for users' convenience.

Note: For detailed information about DCPDS, refer to the Central DCPDS 11i Desk Guide; the access link is included on the ART menu.

---

**Connecting to DCPDS** From the ART main menu

- <Select> Central DCPDS 11i.

Note: You must have a separate user ID and password to log in to DCPDS, e.g. IMA.SAMPLE1/MGR.

---

## External Applications II

---

**Purpose** **External Applications II** provides direct access to the **CSU Application**. This application is not part of ART, but is included on the ART menu for users' convenience.

Note: For detailed information about the CSU Application, see the CSU Application chapter in the DCPDS User Guide located on the CHRMA Home Page, under DCPDS, User Guides and Information.

---

**Connecting to the CSU** From the ART main menu

- <Select> + External Applications II.
- <Select> + Central Site.
- <Select> Central Site CSU.

Note: You must have a user ID and password to log in to the CSU Application. This is the same user ID and password as you use to log in to ART, e.g. IMA\_SAMPLE1. To change your ART password, change it in the CSU Application; the change will also affect your password when logging in to ART.

---

## Gatekeeper US & LN

### Gatekeeper Access and References

Please use the Handbooks listed below that are located on the CHRMA Homepage at <http://www.chrma.hqusareur.army.mil> under DCPDS, Army Regional Tools (please see screen prints below).

- Appendix A – Gatekeeper Checklist Handbook for Managers US RPAs
- Appendix B - Gatekeeper Checklist Handbook for Managers LN RPAs
- Appendix C – Gatekeeper Checklist Handbook for Resource Managers

### What is “Gatekeeper”?

The “Gatekeeper” is an automated checklist that complements the functions of DCPDS. The Gatekeeper concept is to make sure the CPOC has all the information needed to process an action without having to go back and forth to the initiator of the action. Gatekeeper is easy to use and is responsive to customers’ needs. Gatekeeper provides a standard, efficient and simple way for management to provide information about a personnel action that would otherwise require an attachment to the RPA.

The image displays two screenshots of a web browser showing the CHRMA (Civilian Human Resource Management) website. The top screenshot shows the main page with a sidebar on the left containing a navigation menu. A red arrow points from the 'New Login Procedures' link in the sidebar to the 'Army Regional Toolset (ART)' link on the main page. The bottom screenshot shows the 'Army Regional Toolset Information' page, which contains links to the ART User Guide, Appendix A, B, and C, and a 'Back to DCPDS Main Page' button. A red arrow points from the 'New Login Procedures' link in the top screenshot to the 'Click here to access ART' link in the bottom screenshot.

Address: <http://www.chrma.hqusareur.army.mil/>

CHRMA Website? Revised

Master Index  
What's New?  
Emergency Contact Data  
DCPDS  
FASCLASS  
Employment  
Employment-Contingency  
SUMMER HIRE 2003  
Living/Working Overseas  
Management Tools  
Pay Information  
Training Opportunities  
Reference Library

Defense Civilian Personnel Data System (DCPDS)

Army Regional Toolset (ART)  
New Login Procedures (for First Time Login after M2M Deployment)

Address: <http://www.chrma.hqusareur.army.mil/>

ASCLASS ScreenCams -

Master Index  
What's New?  
Emergency Contact Data  
DCPDS  
FASCLASS  
Employment  
Employment-Contingency  
SUMMER HIRE 2003  
Living/Working Overseas  
Management Tools  
Pay Information  
Training Opportunities  
Reference Library  
DOCPER Information  
Contingency Guidance  
CPAC Homepages  
Links

Click here to access ART (ART Requires Internet Explorer Web Browser)  
Note: New Login Procedures (for First Time Login after M2M Deployment)

ART User Guide (4.2 MB)  
Appendix A - Job Aids for Initiating RPAs and Gatekeeper Checklists - US (1.1 MB)  
Appendix B - Job Aids for Initiating RPAs and Gatekeeper Checklists - LN (1 MB)  
Appendix C - Gatekeeper Checklists Job Aid for Resource Managers (1 MB)

ART Access Navigation Table  
ART Tools Overview Table  
RPA Tracker - M2M Pipeline Actions

SF50 History Database Handbook  
RPA Direct for US Actions

Internal Link  
External Link

Back to DCPDS Main Page

## Headquarters Army Regional Tools (HART)

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### Purpose

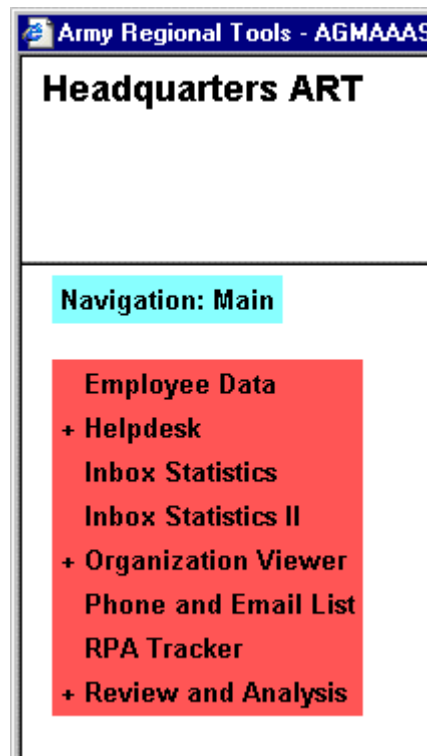
Headquarters Army Regional Tools (HART) provides Army- or command-wide access to information for use in recruitment status reports, individual personnel actions, employee data, etc. It is intended primarily for HQDA or Major Army Command (MACOM) staff members who need a view of the Army civilian population that crosses regional boundaries.

The tools available in Headquarters ART are the same, and work the same, as their corresponding tools in ART, except that the data comes from a centralized database that crosses regional boundaries.

---

### Accessing HART

To access Headquarters ART, select **Headquarters ART** on the ART main menu (you must have this permission in your ART account, and your access to records will vary depending on your organizational location. HQDA users have access to all Army; MACOM users have access to that MACOM, etc.). When the next screen displays, click on the **<Proceed into System>** button to display the HART main menu:



## Individual Tools

The selections on the Headquarters Army Regional Tools (HART) menu are listed below. Cross-references are provided to the appropriate section of this Guide (covering the ART counterpart of each tool), but you need to keep in mind that when using HART, data will be more extensive.

Tool	Description
Employee Data Page 24-25	Includes information on an employee such as current benefits elections, TSP, WIGI due dates, retained grade/pay information, position description, NPA and RPA Histories, etc.
Inbox Statistics II Page 30-38	Red, Amber, Green (RAG) report that provides information on timeliness of processing personnel actions. This tool can provide consolidated information by region, CPAC location, Command, Inbox Sub-Type, or Inbox Type.
Organizational Structure Page 51	This tool provides information about organizations, i.e., number of organizations, vacant and encumbered positions, etc.
Phone and Email List Page 60	Provides phone number(s) and email addresses of ART users in the region. They can be searched by command, user type, CPAC (installation), or name.
RPA Tracker Page 61-68	Tracks RPAs processed in DCPDS. Provides RPA data, related information (e.g., position data), status, and history.
Review and Analysis Page 69-74	Provides management information such as supervisory ratios, PATCO (professional, admin, tech, clerical, other) breakdowns, minority/non-minority and male/female statistics, etc.

## Helpdesk

### Non-Personnelists

Please [do not use this tool](#); it is not applicable to OCONUS.

### Personnelists

[Applicable to CPOC Personnel and CPAC PSMs Only](#)  
[Please see separate guide available on CHRMA Intranet](#)

## Inbox Statistics II

---

### What are Inbox Statistics?

The Inbox Statistics tool provides information on timeliness of processing personnel actions (formerly known as the Red-Amber-Green report). This tool can provide consolidated information by region, CPAC location, Command, Inbox Sub-Type, or Inbox Type, as well as information on specific actions to include links to position data, organizational information, and individual RPAs.

---

### Related Tools

- **Inbox Statistics II** presents information about **open** personnel actions (including actions that have been completed but not consummated, i.e., the effective date has not arrived). To view historical information about **closed** actions, use the Review and Analyses tool, page 69-74.
  - CPOC users can access the same information that is provided by **Inbox Statistics II** using My Stuff, page.39-44. **My Stuff** is another way to access Inbox Statistics and other ART tools but they are tailored to each user's organizational location (for example, the user sees inbox statistics pertaining to his/her branch or division only).
  - The **RPA Tracker** tool provides access to RPAs for specific employees (based on the RPA number). Both Inbox Statistics and RPA Tracker use the same RPA Viewer to look at individual RPAs. See RPA Tracker, page 61-68.
- 

## Benefits of Inbox Statistics

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### Benefits to CPOC Staff

In-box statistics can be used by CPOC staff members in many ways:

- As a tracker – The staffer can track individual actions quickly and efficiently.
  - As a status report – The status of an action is reflected in the Inbox Statistics tool, if the event codes and information are entered timely and accurately.
  - As a workload indicator – Inbox Statistics provides numbers and types of actions in individual in-boxes. The staffer can access information on actions initiated by management that are in route to the CPOC for workload planning and forecasting. Team Leaders, Branch Chiefs, and Division Chiefs can monitor workload to ensure even distribution of work and resources.
- 

### Benefits to the CPAC

Inbox Statistics can be used by CPAC staff members to:

- Track actions routed to the CPOC.
  - Obtain the status of actions.
  - Reduce number of inquiries forwarded to CPOC.
- 

### Benefits to Managers

Managers can benefit:

- Track initiated actions.
- Check status of actions.
- Comment on the action at any time during the life of the RPA.

---

**Benefits to  
Admin  
Personnel**

Administrative personnel, personnel liaisons, etc., can benefit:

- Track actions.
  - Check status of the RPA(s).
- 

**Benefits to  
Resource  
Management**

Resource management personnel can benefit:

- Access and retrieve information pertinent to their organizations.
  - Ensure proper execution of salary dollars.
  - Check status of open/closed actions.
- 

**NOTE: Users only have access to information based on the level of permissions assigned by the systems administrator.**

---

**Color Coding**

---

**Color coding**

Inbox statistics uses a color scheme to reflect the number of days in the "aging" process for each functional area (management, CPAC, CPOC) or event in the staffing or processing cycle (open announcement, rating, ranking, etc.).

Click on **<View Colorization Chart>** (on the layout screen as you are accessing a particular report) to view the chart, part of which is shown on the next page:

[Close Window](#)

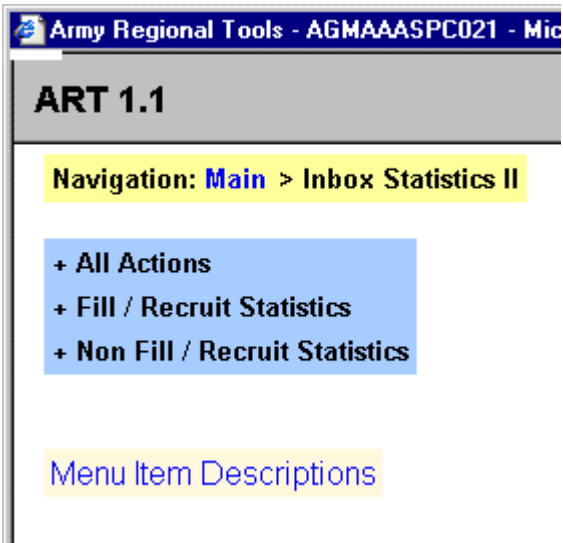
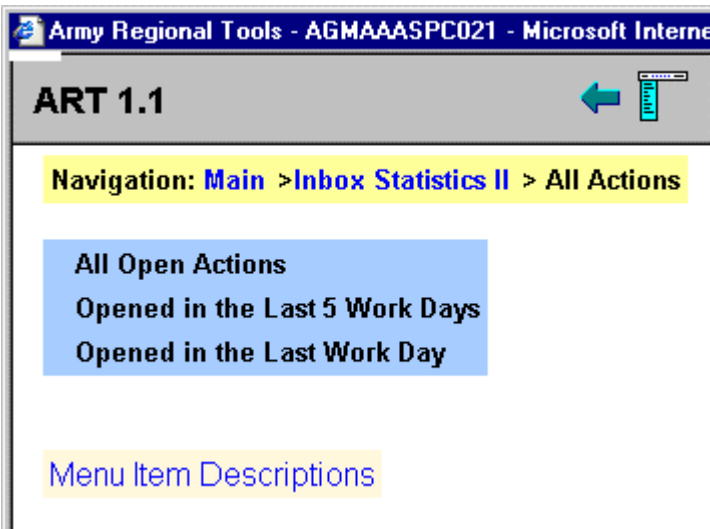
	Colorization Values in Days				
Status Type	Red	Amber	Yellow	Light Green	Dark Green
<b>Ages</b>					
CPAC Age	2+	2 - 1.5	1.5 - 1	1 - 0.5	0.5 - 0
CPOC Age	84+	84 - 63	63 - 42	42 - 21	21 - 0
Management Age	2+	2 - 1.5	1.5 - 1	1 - 0.5	0.5 - 0
Personnel Age	120+	120 - 90	90 - 60	60 - 30	30 - 0
<b>Events</b>					
01 - Manager	4+	4 - 3	3 - 2	2 - 1	1 - 0
02 - CPAC	2+	2 - 1.5	1.5 - 1	1 - 0.5	0.5 - 0
03 - CPOC	0.8+	0.8 - 0.6	0.6 - 0.4	0.4 - 0.2	0.2 - 0
04 - Classification	12+	12 - 9	9 - 6	6 - 3	3 - 0
05 - Staffing	0.8+	0.8 - 0.6	0.6 - 0.4	0.4 - 0.2	0.2 - 0
06 - Open Announcement	12+	12 - 9	9 - 6	6 - 3	3 - 0
07 - Rating	6+	6 - 4.5	4.5 - 3	3 - 1.5	1.5 - 0
08 - Open Referral	28+	28 - 21	21 - 14	14 - 7	7 - 0
09 - Committed	12+	12 - 9	9 - 6	6 - 3	3 - 0
10 - Staffing Delay	20+	20 - 15	15 - 10	10 - 5	5 - 0

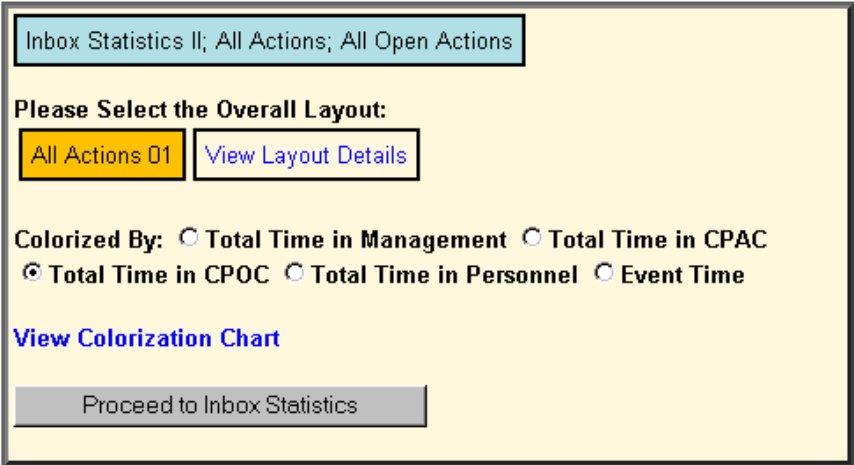


## Accessing and Using Inbox Statistics

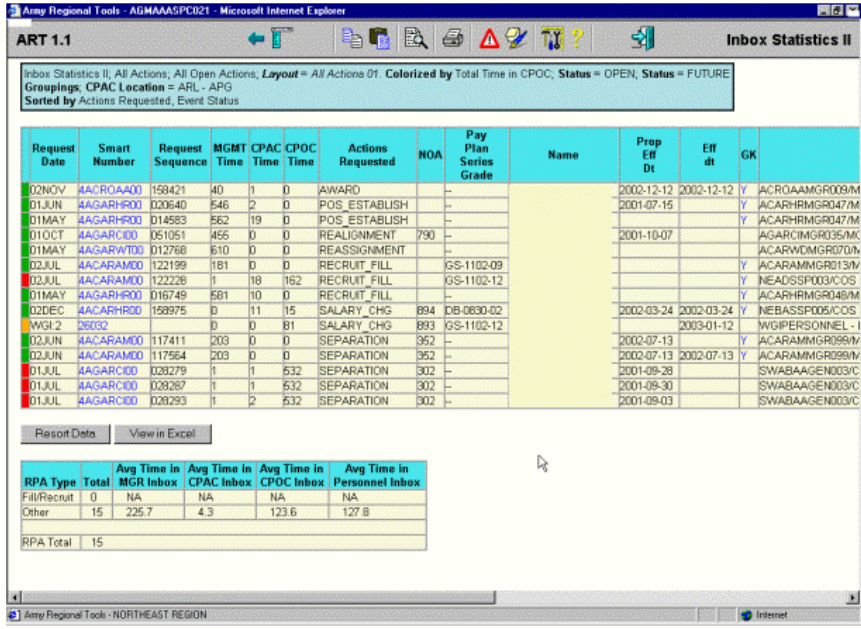
### Using Inbox Stats

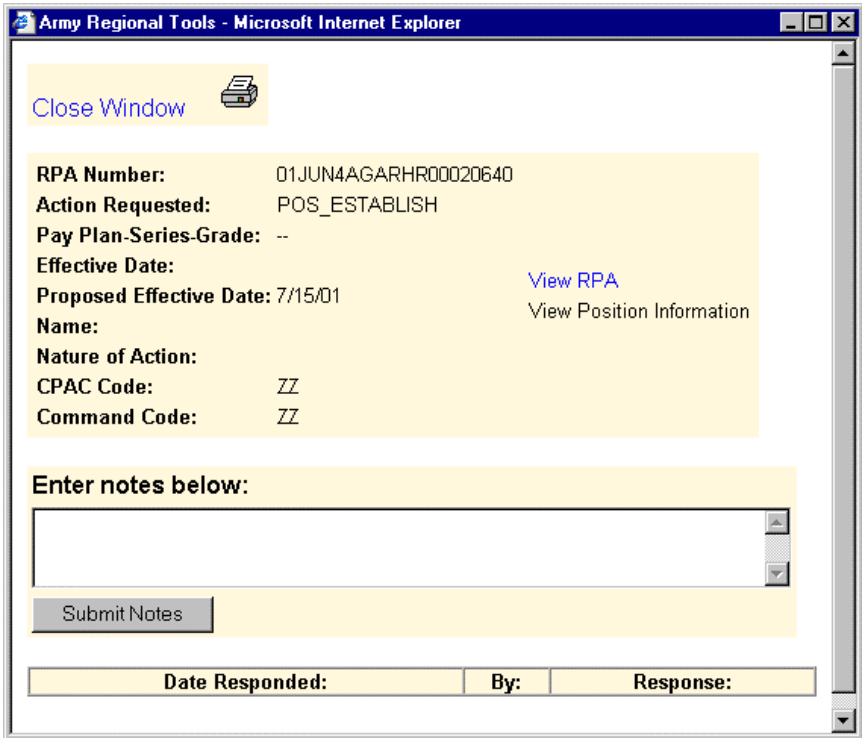
Follow these steps to use the Inbox Statistics tool:

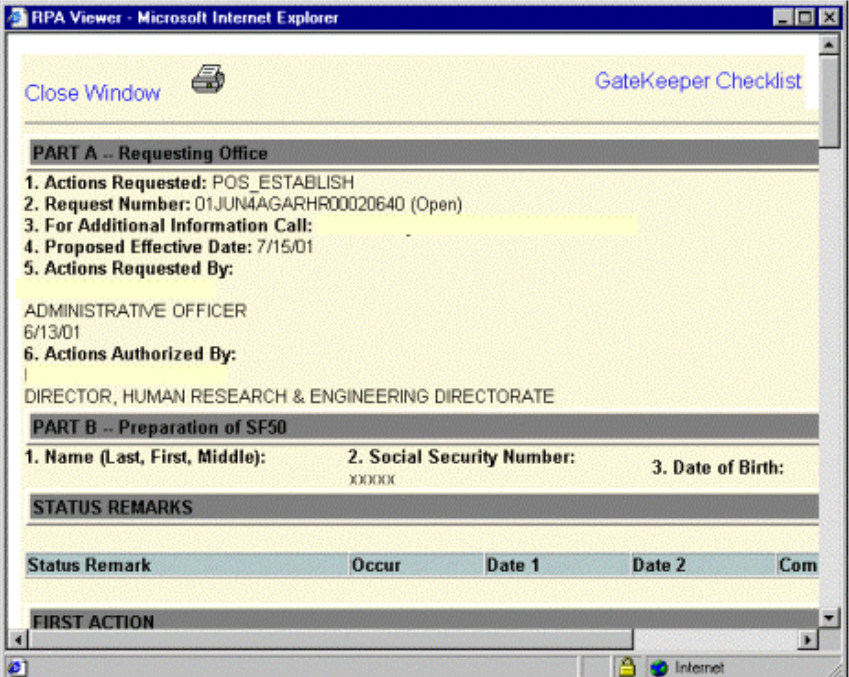
Step	Action
1	<p>From the ART main menu, select <b>Inbox Statistics II</b> to access this tool. A submenu displays:</p>  <p>The screenshot shows the 'Army Regional Tools - AGMAAASPC021 - Microsoft Internet Explorer' window. The title bar is blue. Below it is a grey header bar with 'ART 1.1' in bold. A yellow box highlights the navigation path: 'Navigation: Main &gt; Inbox Statistics II'. Below this is a blue box containing three menu items: '+ All Actions', '+ Fill / Recruit Statistics', and '+ Non Fill / Recruit Statistics'. At the bottom is a yellow box with the text 'Menu Item Descriptions'.</p>
2	<p>Select the type of actions that you want to examine (all actions, fill/recruit, or non-fill/recruit). A further submenu displays:</p>  <p>The screenshot shows the 'Army Regional Tools - AGMAAASPC021 - Microsoft Internet Explorer' window. The title bar is blue. Below it is a grey header bar with 'ART 1.1' in bold. A yellow box highlights the navigation path: 'Navigation: Main &gt; Inbox Statistics II &gt; All Actions'. Below this is a blue box containing three menu items: 'All Open Actions', 'Opened in the Last 5 Work Days', and 'Opened in the Last Work Day'. At the bottom is a yellow box with the text 'Menu Item Descriptions'.</p>
3	<p>Select the timeframe for the actions you want to examine (all, opened in the last 5 workdays, opened in the last workday (not available for fill/recruit). The options for actions opened in the last 5 workdays or last workday are particularly useful for CPACs who want to monitor actions being sent to the CPOC from their installation.</p>

Step	Action
4	<p>On the layout screen, use the radio buttons to indicate whether you want to see actions based on total time in management, CPAC, CPOC, in personnel (CPAC and CPOC), or by events:</p>  <p>The screenshot shows a yellow background with a blue header bar containing the text "Inbox Statistics II; All Actions; All Open Actions". Below the header, the text "Please Select the Overall Layout:" is followed by two buttons: "All Actions 01" (highlighted in yellow) and "View Layout Details" (a blue link). Below these, the text "Colorized By:" is followed by five radio button options: "Total Time in Management", "Total Time in CPAC", "Total Time in CPOC" (which is selected), "Total Time in Personnel", and "Event Time". Below the radio buttons is a blue link "View Colorization Chart". At the bottom of the yellow area is a grey button labeled "Proceed to Inbox Statistics".</p> <ul style="list-style-type: none"> <li>• The &lt;<b>View Layout Details</b>&gt; button displays information about filtering, grouping, and the level of detail that will be used in the report you have selected. This is provided for information only.</li> <li>• The &lt;<b>View Colorization Chart</b>&gt; link displays the colorization chart shown above (see Color Coding, page 31-32).</li> </ul>
5	Click on < <b>Proceed to Inbox Statistics</b> >.

Step	Action																																																																																																																																					
6	<p>The report displays sorted by CPAC location. You can change this to Command, event (rating, ranking, etc.), inbox, inbox type (manager, RM, classifier, etc.) or subtype, NOA (nature of action), smart number (RPA number), or UIC by clicking on another of the radio buttons at the top of the table.</p> <p>NOTE: For many users, this table will not be as lengthy as shown here since you will only see the actions for your organization(s). You can click on &lt;View Details&gt; at the bottom of the table to proceed (step 8 below).</p> <div> <div>Inbox Statistics II; All Actions; All Open Actions; Layout = All Actions 01. Colorized by Total Time in CPOC; Status = OPEN; Status = FUTURE</div> <div>Groupings</div> <div> <input checked="" type="radio"/> CPAC Location <input type="radio"/> Command <input type="radio"/> Event Status <input type="radio"/> Inbox <input type="radio"/> Inbox Sub-Type <input type="radio"/> Inbox Type <input type="radio"/> NOA <input type="radio"/> Smart Number <input type="radio"/> UIC </div> <table> <tr> <th>CPAC Location</th><th>Red</th><th>Amber</th><th>Yellow</th><th>Light Green</th><th>Dark Green</th><th>Total</th></tr> <tr> <td>ABERDEEN PROVING GROUND</td><td>114</td><td>142</td><td>56</td><td>69</td><td>421</td><td>802</td></tr> <tr> <td>ARL - ADELPHI</td><td>25</td><td>10</td><td>10</td><td>15</td><td>86</td><td>157</td></tr> <tr> <td>ARL - APG</td><td>4</td><td>1</td><td>0</td><td>0</td><td>10</td><td>15</td></tr> <tr> <td>CARLISLE</td><td>8</td><td>29</td><td>4</td><td>11</td><td>174</td><td>227</td></tr> <tr> <td>COE BALTIMORE</td><td>45</td><td>29</td><td>15</td><td>21</td><td>255</td><td>366</td></tr> <tr> <td>COE BUFFALO</td><td>1</td><td>9</td><td>29</td><td>6</td><td>68</td><td>103</td></tr> <tr> <td>COE DETROIT</td><td>11</td><td>7</td><td>8</td><td>9</td><td>180</td><td>189</td></tr> <tr> <td>COE NAD NEW ENGLAND</td><td>11</td><td>7</td><td>3</td><td>17</td><td>31</td><td>69</td></tr> <tr> <td>COE NEW YORK</td><td>25</td><td>22</td><td>10</td><td>12</td><td>261</td><td>330</td></tr> </table> <p>Here's the same report sorted by inbox type:</p> <div> <div>Inbox Statistics II; All Actions; All Open Actions; Layout = All Actions 01. Colorized by Total Time in CPOC; Status = OPEN; Status = FUTURE</div> <div>Groupings</div> <div> <input type="radio"/> CPAC Location <input type="radio"/> Command <input type="radio"/> Event Status <input type="radio"/> Inbox <input type="radio"/> Inbox Sub-Type <input checked="" type="radio"/> Inbox Type <input type="radio"/> NOA <input type="radio"/> Smart Number <input type="radio"/> UIC </div> <table> <tr> <th>Inbox Type</th><th>Red</th><th>Amber</th><th>Yellow</th><th>Light Green</th><th>Dark Green</th><th>Total</th></tr> <tr> <td>CPAC</td><td>1</td><td>0</td><td>3</td><td>3</td><td>398</td><td>405</td></tr> <tr> <td>CPOC</td><td>539</td><td>369</td><td>364</td><td>518</td><td>1182</td><td>2992</td></tr> <tr> <td>Manager</td><td>1</td><td>2</td><td>5</td><td>22</td><td>1821</td><td>1851</td></tr> <tr> <td>RMO</td><td>0</td><td>0</td><td>0</td><td>0</td><td>258</td><td>258</td></tr> <tr> <td>Systems</td><td>9</td><td>2</td><td>1</td><td>2</td><td>14</td><td>27</td></tr> <tr> <td>Unknown</td><td>0</td><td>0</td><td>0</td><td>0</td><td>17</td><td>17</td></tr> <tr> <td>WGI Box</td><td>3</td><td>232</td><td>0</td><td>0</td><td>1</td><td>236</td></tr> <tr> <td>Totals</td><td>562</td><td>625</td><td>373</td><td>545</td><td>3691</td><td>5786</td></tr> </table> <div> <div>View Details</div> <div>*You can only view 1000 or less RPA's</div> </div> </div> </div>	CPAC Location	Red	Amber	Yellow	Light Green	Dark Green	Total	ABERDEEN PROVING GROUND	114	142	56	69	421	802	ARL - ADELPHI	25	10	10	15	86	157	ARL - APG	4	1	0	0	10	15	CARLISLE	8	29	4	11	174	227	COE BALTIMORE	45	29	15	21	255	366	COE BUFFALO	1	9	29	6	68	103	COE DETROIT	11	7	8	9	180	189	COE NAD NEW ENGLAND	11	7	3	17	31	69	COE NEW YORK	25	22	10	12	261	330	Inbox Type	Red	Amber	Yellow	Light Green	Dark Green	Total	CPAC	1	0	3	3	398	405	CPOC	539	369	364	518	1182	2992	Manager	1	2	5	22	1821	1851	RMO	0	0	0	0	258	258	Systems	9	2	1	2	14	27	Unknown	0	0	0	0	17	17	WGI Box	3	232	0	0	1	236	Totals	562	625	373	545	3691	5786
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7	<p>Use the links in the left column to narrow down your selection (e.g., choose a particular CPAC location or a particular inbox type):</p> <div> <div>Inbox Statistics II; All Actions; All Open Actions; Layout = All Actions 01. Colorized by Total Time in CPOC; Status = OPEN; Status = FUTURE</div> <div>Groupings: CPAC Location = CARLISLE</div> <div> <input checked="" type="radio"/> CPAC Location <input type="radio"/> Command <input type="radio"/> Event Status <input type="radio"/> Inbox <input type="radio"/> Inbox Sub-Type <input type="radio"/> Inbox Type <input type="radio"/> NOA <input type="radio"/> Smart Number <input type="radio"/> UIC </div> <table> <tr> <th>CPAC Location</th><th>Red</th><th>Amber</th><th>Yellow</th><th>Light Green</th><th>Dark Green</th><th>Total</th></tr> <tr> <td>CARLISLE</td><td>8</td><td>29</td><td>4</td><td>11</td><td>174</td><td>227</td></tr> <tr> <td>Totals</td><td>8</td><td>29</td><td>4</td><td>11</td><td>174</td><td>227</td></tr> </table> <div> <div>View Details</div> </div> </div>	CPAC Location	Red	Amber	Yellow	Light Green	Dark Green	Total	CARLISLE	8	29	4	11	174	227	Totals	8	29	4	11	174	227																																																																																																																
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Step	Action
8	<p>Click the <b>&lt;View Details&gt;</b> button at the bottom of the table. Depending on the size of the report this can take a moment or two to display:</p>  <p><b>Note the following on this screen:</b></p> <ul style="list-style-type: none"> <li>• The table contains an entry for each RPA for the selected CPAC (or event or inbox, etc.).</li> <li>• To view RPA information for a particular action, click the RPA number in the "Smart Number" column (see next step).</li> <li>• The table scrolls to the right to display additional columns of information, including the current inbox, event time and status, etc.</li> <li>• The small table at the bottom provides summary statistical information about timeliness of actions.</li> <li>• The <b>&lt;Resort&gt;</b> button allows you to resort the actions by different columns.</li> <li>• The <b>&lt;View in Excel&gt;</b> button exports the table into an Excel spreadsheet for additional manipulation or analysis.</li> <li>• The "GK" column indicates if the RPA has a Gatekeeper Checklist. If "Y," you can view the checklist by clicking on the link.</li> </ul>

Step	Action
9	<p>To view more information about a specific RPA, click the RPA number link in the "Smart Number" column</p> <div></div> <ul style="list-style-type: none"><li>• To view the RPA data itself, click the <b>"View RPA"</b> link (see next step).</li><li>• If a position record exists, click the <b>"View Position Information"</b> link to view this data (the link will not be active if the position is not in the database).</li><li>• You can add comments in the "Notes" block (and then click <b>&lt;Submit Notes&gt;</b>). These notes will be accessible to other users who view this RPA.</li></ul>

Step	Action
10	<p>The RPA Viewer displays all the data on the RPA itself, plus provides access to the Gatekeeper Checklist (if there is one), and (if you scroll down) notes, current inbox (location), and tracking data:</p> 

## **My Stuff (Personnelists Only)**

---

### **Purpose**

**My Stuff** provides CPOC/CPAC users with a convenient way to access various ART tools, tailored to the CPOC/CPAC staff member's organizational location (branch and division, and region) within the CPOC. The tools that you can access from My Stuff are:

- Inbox Statistics.
  - Helpdesk.
  - Suspenses.
  - Organization Viewer.
  - Review and Analysis.
- 

### **Tailored Views**

The tools available under **My Stuff** are the same as their counterparts accessed from the ART main menu, but they are "tailored" to your organizational location within the CPOC. The branch and division which is used for **My Stuff** is based on the information you provide on the User Preferences window (ART Account Editor) -- see Initial Login (Account Editor, page 11).

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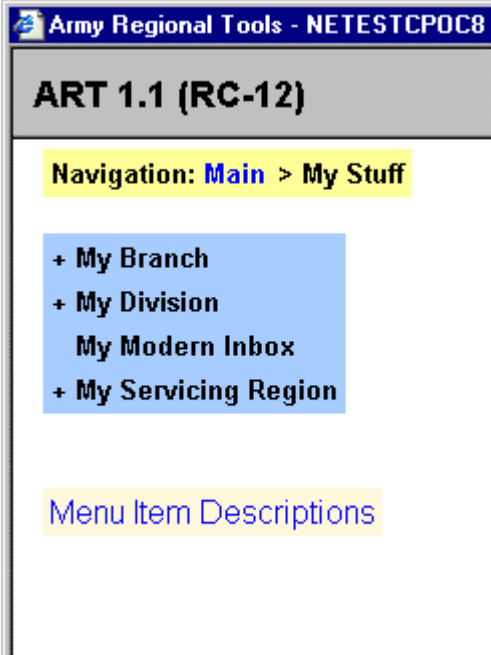
## **Accessing Inbox Statistics using My Stuff**

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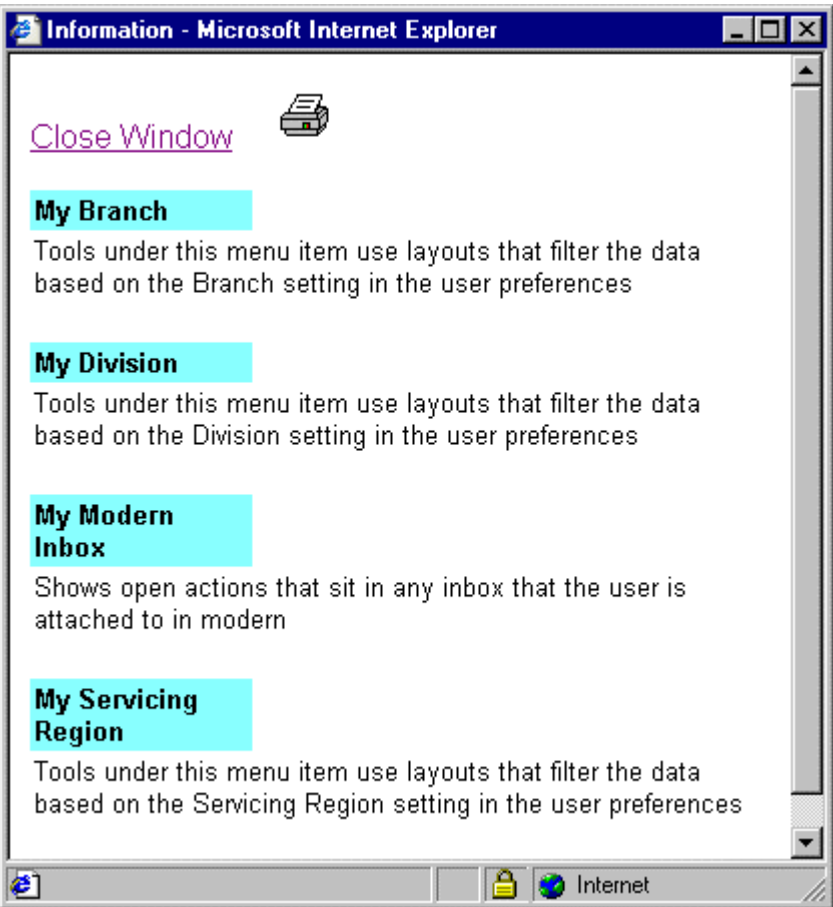

### **Introduction**


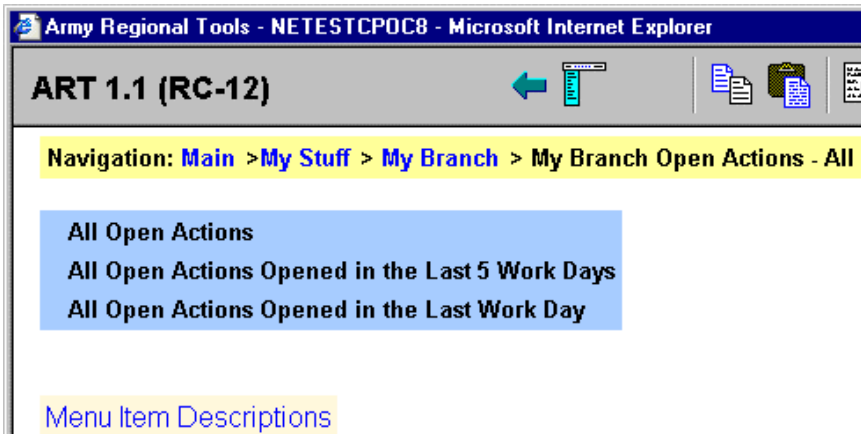
Follow the steps outlined on the next pages to access and use the Inbox Statistics tool through **My Stuff**. (Which automatically filters the data to your desired organizational level -- branch, division, or region).

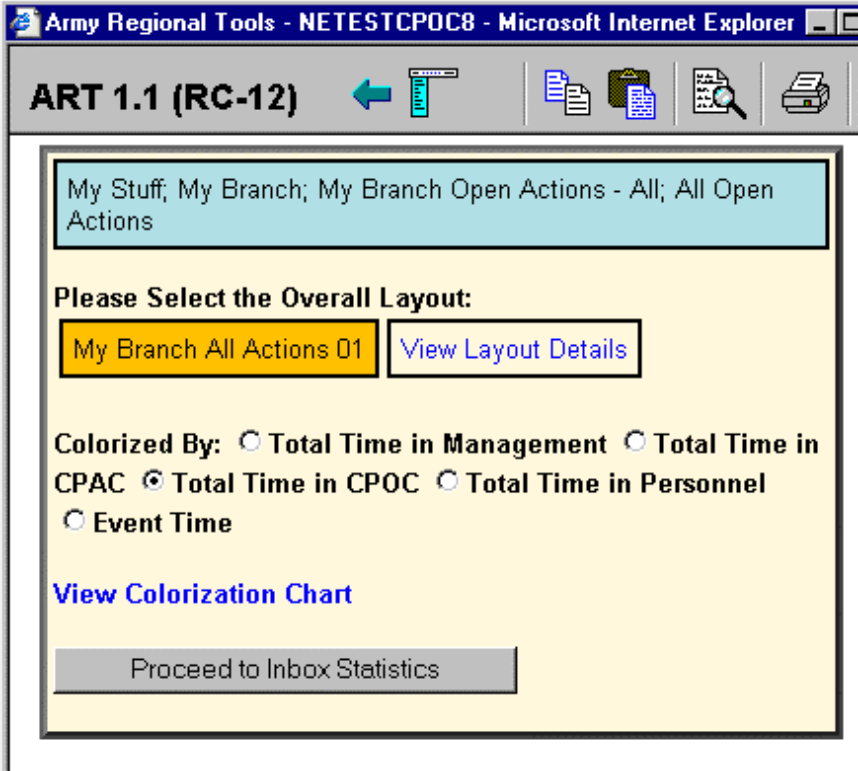
- "My Branch" is being used as an example here, but the same steps apply for My Division and My Servicing Region. The primary difference between these options is, of course, the amount of data that will be displayed.
- Additionally, the examples below are using the "all open actions" option, but the other options work the same way also (all open actions, all open fill/recruit, or all open non-fill/recruit).

Step	Action
1	<p data-bbox="548 258 1304 321">From the ART main menu, select <b>My Stuff</b> to access this tool. A submenu displays:</p> <div data-bbox="734 357 1221 1008">  </div> <p data-bbox="548 1045 1341 1104">See Accessing Other Tools using My Stuff, page 44, for information about <b>My Modern Inbox</b>.</p>



Step	Action
2	<p data-bbox="548 258 1336 321">Clicking on the Menu Item Descriptions button explains each of the menu selections on the My Stuff menu:</p> <div data-bbox="565 352 1393 1253">  <p data-bbox="592 468 795 504"><u>Close Window</u> </p> <p data-bbox="592 541 730 577"><b>My Branch</b></p> <p data-bbox="592 583 1258 646">Tools under this menu item use layouts that filter the data based on the Branch setting in the user preferences</p> <p data-bbox="592 695 738 730"><b>My Division</b></p> <p data-bbox="592 737 1258 800">Tools under this menu item use layouts that filter the data based on the Division setting in the user preferences</p> <p data-bbox="592 846 738 909"><b>My Modern Inbox</b></p> <p data-bbox="592 915 1242 978">Shows open actions that sit in any inbox that the user is attached to in modern</p> <p data-bbox="592 1026 760 1089"><b>My Servicing Region</b></p> <p data-bbox="592 1096 1299 1159">Tools under this menu item use layouts that filter the data based on the Servicing Region setting in the user preferences</p> <p data-bbox="1096 1213 1209 1245">Internet</p> </div>

Step	Action
3	<p>Click on <b>My Branch</b> to see the selections available under that option. Each of the selections uses data from your branch:</p>  <p>NOTE: The same selections are available under <b>My Division</b> and <b>My Servicing Region</b>, but the data that is pulled for these options pertains to your division and region respectively.</p> <p>See Accessing Other Tools using My Stuff, page 44, for information about <b>My Branch Reports</b>, <b>Open Tickets</b>, and <b>Organizations</b>.</p>
4	<p>Click on <b>My Branch Open Actions - All</b> to see the selections available under that option:</p> 

Step	Action
5	<p>At this point, if you click on any of the selections, the standard Layout screen displays:</p>  <p>This screen provides information about what data you have selected, provides you the opportunity to colorize by time in different types of organizations (Total Time in CPOC is the default), and allows you to view the Colorization Chart.</p>
6	<p>Click on the <b>&lt;Proceed to Inbox Statistics&gt;</b> button to view the open actions in your branch. At this point, follow the same steps you would use if you had selected Inbox Statistics II from the ART main menu (see Accessing and Using Inbox Statistics, page 33-38). The major difference is that the actions displayed will be from your branch only.</p>

## Accessing Other Tools using My Stuff

### Other Tools

In addition to accessing the Inbox Statistics tool as shown above (at the branch, division, or region level), **My Stuff** also provides access to other ART tools.

ART Tool	My Stuff Navigation Path(s)
Review and Analysis - Fill Time report, Classification report (see Review and Analysis, page 69-74)	<ul style="list-style-type: none"><li>• My Stuff -- My Branch -- My Branch Reports</li><li>• My Stuff -- My Division -- My Division Reports</li><li>• My Stuff -- My Servicing Region -- My Servicing Region Reports</li></ul>
Review and Analysis - Population Statistics (see Review and Analysis, page 69-74)	My Stuff -- My Servicing Region -- My Servicing Region Reports
Inbox Statistics - for your inbox(es) only (see Accessing and Using Inbox Statistics, page 33-38)	My Stuff -- My Modern Inbox
Helpdesk -- pay problems, suspenses, QC errors, etc. (see <b>Helpdesk Guide</b> , available on CHRMA Intranet)	<ul style="list-style-type: none"><li>• My Stuff -- My Branch -- Open Tickets</li><li>• My Stuff -- My Division -- Open Tickets</li><li>• My Stuff -- My Servicing Region -- Open Tickets</li></ul>
Organization Structure -- org codes, cleartext names, tables of position data (encumbered and vacant) for each organizational segment (see Organizational Structure, page 51)	<ul style="list-style-type: none"><li>• My Stuff -- My Branch -- Organizations</li><li>• My Stuff -- My Division -- Organizations</li><li>• My Stuff -- My Servicing Region -- Organizations</li></ul>

## NPA Tracker

---

### Purpose

The NPA Tracker is used to track Notifications of Personnel Actions (NPAs) processed using DCPDS. The NPA Tracker tool allows the user to easily locate and view the NPA (NPAs are retrieved based on the name of the employee). The information provided is the same as that on the formal NPA, although the format of the document is different (not displayed as a "form"). Users may use the NPA tracker to ensure actions are accurately processed. In addition, when using the NPA Tracker, you also have access to the RPA that was used to generate the NPA.

---

### Terminology

- **NPA: Notification of Personnel Action.** This refers to the completed Standard Form (SF) 50 which is the paper notification to an employee that a personnel action has been processed (a copy is also filed in the employee's Official Personnel Folder (OPF)). An electronic copy of this form is maintained in DCPDS.
  - **RPA: Request for Personnel Action.** This refers to the "working document" which is submitted by management to have a personnel action taken on an employee (promotion, separation, recruitment, LWOP, etc.). It is similar to a work order in other fields. Once an RPA has been approved and processed, and the effective date has arrived, an NPA is generated and sent to the employee and filed in the employee's OPF.
  - See the RPA Chapter in the DCPDS Desk Guide for additional information.
- 

### Related Tools

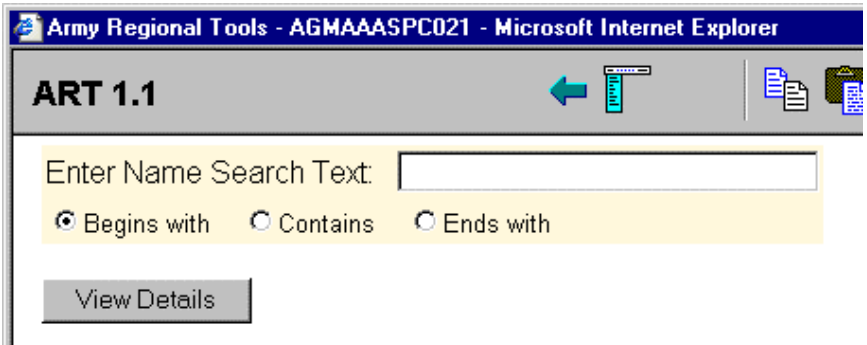
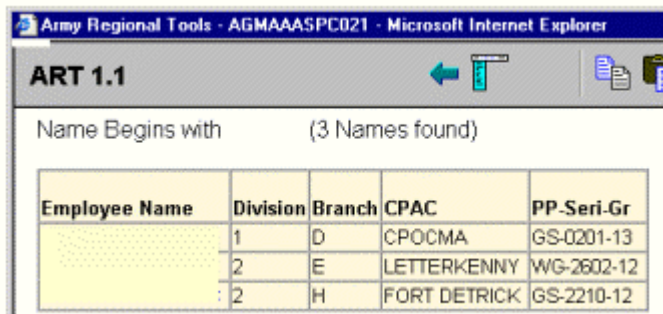
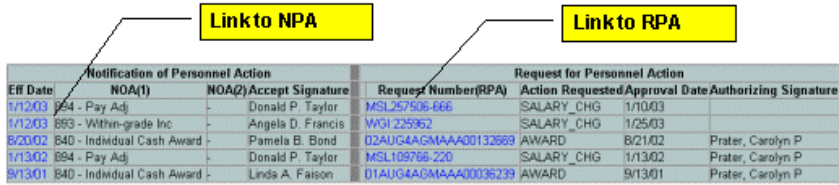
Other tools provide information about NPAs and RPAs:

- **Employee Data**, page 24-25, is an ART tool, which provides personnel information about specific employees and can be used to locate and view NPA(s) for a specific employee. Once you have selected a specific NPA, you have access to the same NPA Viewer as is provided in the NPA Tracker tool (described below).
  - **RPA Tracker**, page 61-68, is an ART tool that allows you to track and view RPAs before they have been completed (that is, when no NPA is yet available). **NOTE:** Once the RPA has been processed and the effective date has arrived, you can use either tool to view the NPA. However, the NPA Tracker retrieves NPAs by the employee name, and the RPA Tracker uses the RPA number. An additional difference is that the RPA Tracker provides "tracking" information, i.e., who has had the action and for how long, which is not part of the NPA Tracker.
  - **DCPDS**, as the database of record for all employee and NPA data, can be used to view NPAs. Refer to the DCPDS Desk Guide, Civilian Inbox chapter, for instructions for accessing NPAs via your DCPDS inbox.
-

## Retrieving the NPA

### Steps

After logging into ART, follow these steps:

Step	Action
1	Select <b>&lt;NPA Tracker&gt;</b> from the ART Main Menu.
2	Enter the name (or part of the name) of the employee, then click on <b>&lt;View Details&gt;</b> :  
3	If there is more than one employee matching the name information, a list will be displayed. Click on the correct name from the list.  
4	A listing of NPAs for the selected employee will be generated. Select the appropriate NPA and click on the effective date to open the action (see NPA Viewer, below). This is the same information that is provided on the "official" Notification of Personnel Action that is printed and provided to the employee and filed in the employee's Official Personnel File (OPF). To view the RPA instead of the NPA, click on the blue link in the "Request Number (RPA)" column instead.  

## The NPA Viewer

---

### Viewing the NPA

Once you have selected the NPA you want to view, it displays in the NPA Viewer. This NPA contains the same data that is contained on the actual NPA, which is found in DCPDS, but it is not displayed as a "form" as it is in DCPDS. For convenience, the NPA is broken into 3 panels (it is one long document when viewed in ART). Most of the data is self-explanatory but a few notes have been added:

#### Panel 1

Army Regional Tools - Microsoft Internet Explorer

Close Window

1. Name (Last, First, Middle):    2. Social Security Number:    3. Date of Birth:    4. Effective Date: 1/12/03 12:00:00 PM

**FIRST ACTION**

5A. Code: 894  
5B. Nature of Action: Pay Adj  
5C. Code: QWM  
5D. Legal Authority: Reg 531.205  
5E. Code: ZLM  
5F. Legal Authority: E.O. 13282, Dated 31-DEC-2002

**SECOND ACTION**

6A. Code:  
6B. Nature of Action:  
6C. Code:  
6D. Legal Authority:  
6E. Code:  
6F. Legal Authority:  
7. CDOM: Position Title and Number: PERSONNEL MANAGEMENT SPECIALIST 80703.5465

- The top part of the NPA contains identifying information about the employee and the type of action taken.
- Use the Printer icon at the top of the window to print a hard copy.

## Panel 2

Army Regional Tools - Microsoft Internet Explorer

6. Legal Authority:

7. FROM: Position Title and Number: PERSONNEL MANAGEMENT SPECIALIST 80703.5465

8. Pay Plan: GS

9. Occ Code: 0201

10. Grade/Level: 13

11. Step/Rate: 07

12. Total Salary: 79473

12A. Basic Pay: 71289

12B. Locality Adj: 8184

12C. Adj. Basic Pay: 79473

12D. Other Pay: 0

13. Pay Basis: PA

14. Name and Location of Position's Organization:

ASA(M&RA)

CIV PERS OPERATIONS CTR MGMT AGENCY

TRAINING MANAGEMENT DIVISION

ABERDEEN PROVING GROUND MD 21005

15. TO: Position Title and Number: PERSONNEL MANAGEMENT SPECIALIST 80703.5465

16. Pay Plan: GS

17. Occ Code: 0201

18. Grade/Level: 13

19. Step/Rate: 07

20. Total Salary/Award: 81941

20A. Basic Pay: 73503

20B. Locality Adj: 8438

20C. Adj. Basic Pay: 81941

20D. Other Pay:

21. Pay Basis: PA

22. Name and Location of Position's Organization:

ASA(M&RA)

CIV PERS OPERATIONS CTR MGMT AGENCY

TRAINING MANAGEMENT DIVISION

ABERDEEN PROVING GROUND MD 21005

- This section contains the "from" and "to" information.



### Panel 3

Army Regional Tools - Microsoft Internet Explorer

**EMPLOYEE DATA**

23. Veterans Preference: 2  
24. Tenure: 1  
25. Agency Use:  
26. Veterans Preference for RIF: Y  
27. FEGLI: D0  
Basic + Option A  
28. Annuitant Indicator: 9  
Not Applicable  
29. Pay Rate Determinant: 0  
30. Retirement Plan: 1  
CSRS  
31. Service Comp. Date(Leave): 6/4/72  
32. Work Schedule: F  
Full-Time  
33. Part Time Hours Per Bi-Weekly Pay Period:

**POSITION DATA**

34. Position Occupied: 1  
35. FLSA Category: E  
36. Appropriation Code:  
43370900YAF  
37. Bargaining Unit Status: 8888  
38. Duty Station Code: 240015025  
39. Duty Station:  
ABERDEEN PROV GRND / HARFORD / MARYLAND  
40. Agency Data:  
41. Agency Data:  
42. Agency Data:  
43. Agency Data:  
44. Agency Data:  
45. Remarks:  
46. Employee Department or Agency:  
Fld Operating Ofcs of Ofc of the Secretary of Army (ARSB)  
47. Agency Code: ARSB  
48. Personnel Office ID: 1962  
49. Approval Date: 1/10/03  
50. Signature/Authentication and Title of Approving Official:  
Donald P. Taylor  
Designated Approving Official

- This section contains employee and position data. Notice that there are no notes or tracking information (you must view the RPA to see this data).

## OPF Tracker (*Personnelists Only*)

### Purpose

OPF Tracker is a link to the OPF Tracker application, which is a tool, used by CPOC and CPAC staff to keep track of the location of employee Official Personnel Folders (OPFs).

### Connecting to the OPF Tracker

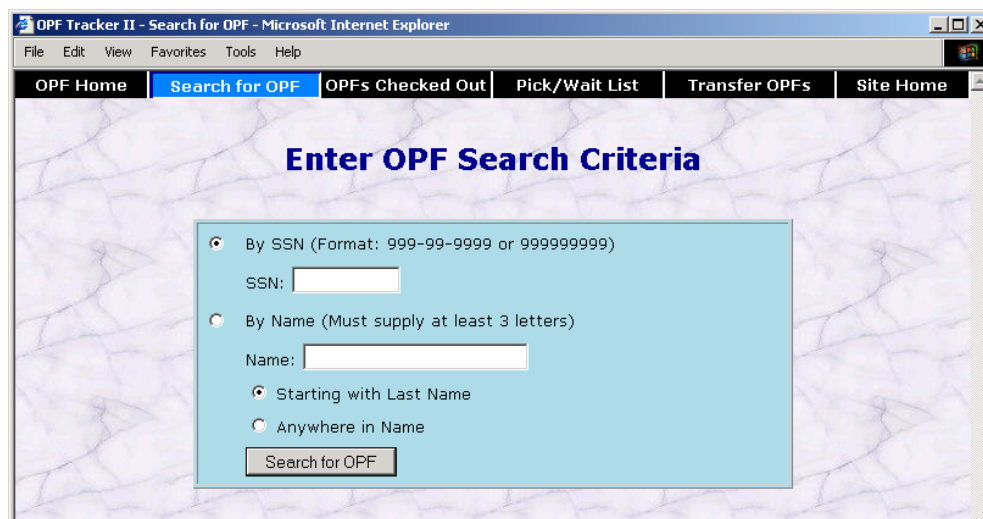
The OPF Tracker function can be accessed directly from the ART tool kit.

- Select **<OPF Tracker - Europe>** from the main menu. This link will take you directly to the OPF Tracker II, Direct Query Mode window (Figure below).

Direct Query Mode Window:



- <Click> on the Search for OPF button to query for an OPF.
- <Enter> either employee's SSN or Last Name (at least 3 letters of the name).
- <Click> on Search for OPF.



## Organizational Structure

### Purpose

The purpose of the Organizational Structure tool in ART is to provide the user with immediate, up-to-date information about the organization.

### Organizational Structure Information

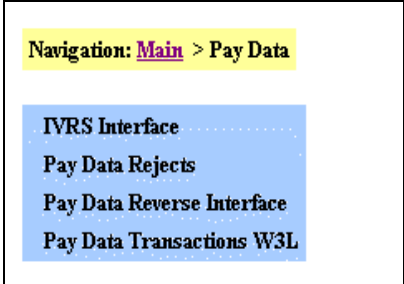
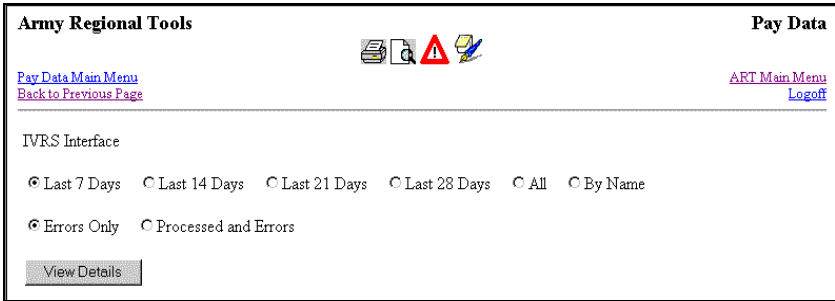
The user may access this tool by selecting **<Organizational Structure>** from the ART Main Menu. Follow these steps to use the tool:

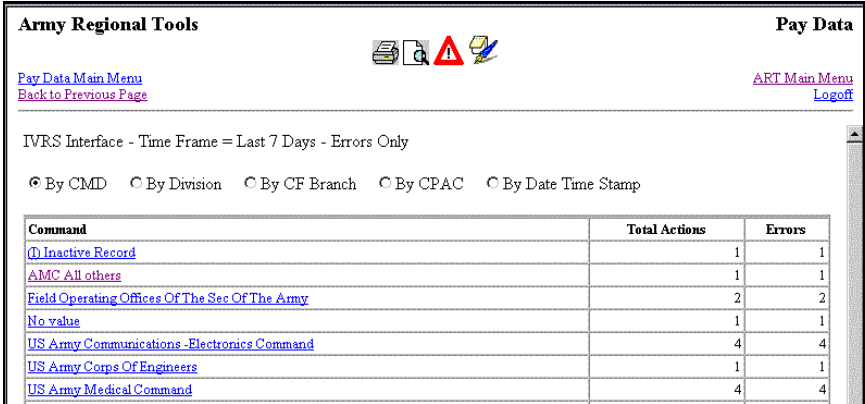
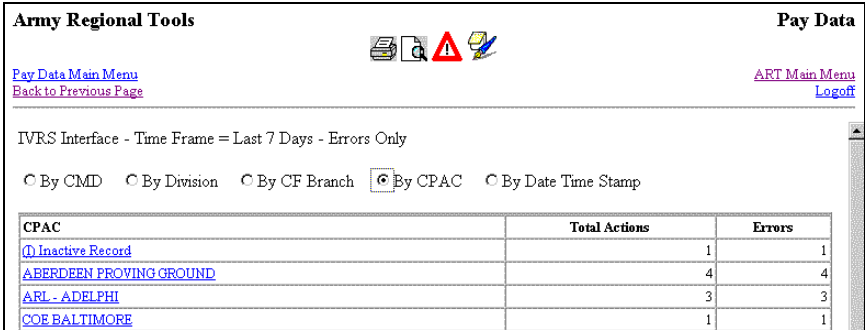
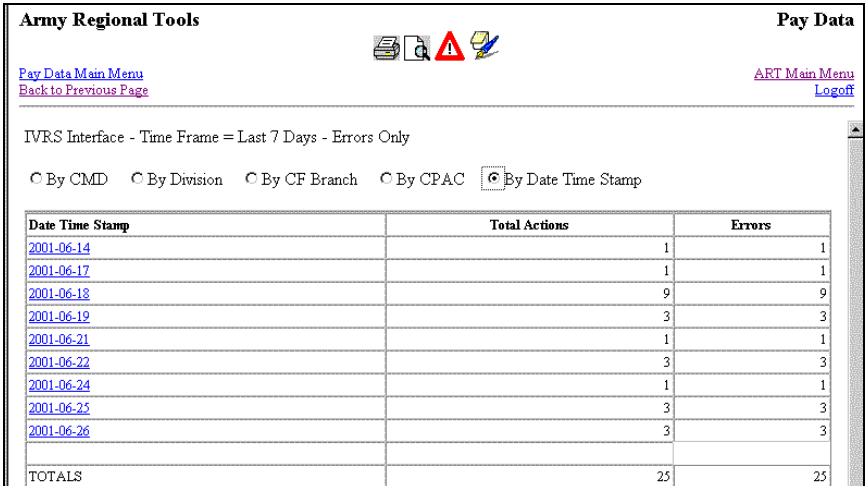
Step	Action
1	<p>After accessing the Organizational Structure tool, click on <b>&lt;View Information&gt;</b> (Figure 12-1).</p> <div><p>Navigation: <b>Main</b> &gt; <b>Organization Structure</b></p><p><b>View Information</b></p></div> <p>Figure 12-1.</p>
2	<p>Once you click on <b>&lt;View Information&gt;</b>, please be patient while the data loads. Once the data has loaded, you can select from the following: CPAC Location, Command Code, or Unit Identifier Code (UIC). Select the appropriate field and proceed to step 3.</p>
3	<p>The available information is depicted as follows:</p> <ul style="list-style-type: none"><li>• Total Organizations.</li><li>• Organizations with Positions.</li><li>• Organizations without Positions.</li><li>• Organizations Pending.</li><li>• Encumbered Positions.</li><li>• Vacant Positions.</li></ul>
4	<p>There are two buttons at the bottom of the screen <b>&lt;View Organizational Clear Text&gt;</b> and <b>&lt;View Positions&gt;</b>. These buttons provide a link to position information and employee information.</p>

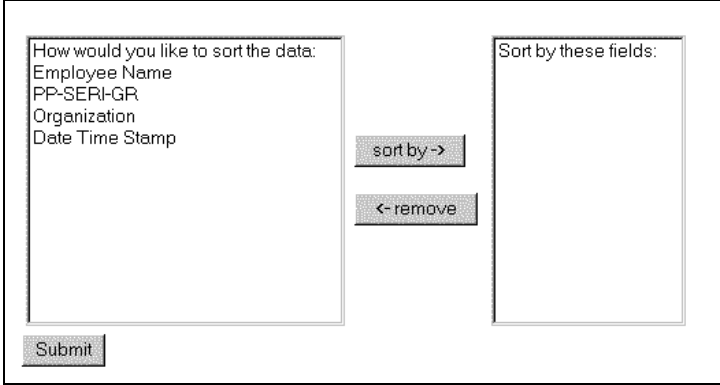
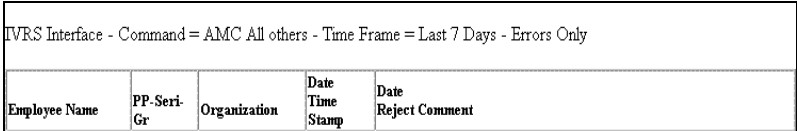
## Pay Data (Personnelists Only)

**Purpose** The purpose of the Pay Data ART tool is to provide personnelists with an easy to use link for different types of Pay Data. The Pay Data tool provides the user with information on IVRS Interface problems, Pay Data Rejects, Pay Data Reverse Interface problems, and Pay Data Transaction W3L reports.

**IVRS Interface** The user may access information on IVRS interface problems using this tool. Follow these steps to access the required information:

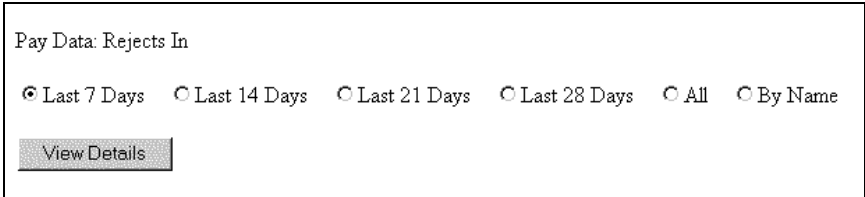
Step	Action
1	<p>Log in to the ART tools; select &lt;<b>Pay Data</b>&gt; from the Main Menu. The next screen will reflect the four types of Pay Data information you may select from. At this screen click on &lt;<b>IVRS Interface</b>&gt; (Figure 10-1).</p>  <p>Figure 10-1. Types of Pay Data</p>
2	<p>After selecting IVRS Interface from the menu, you may select from the following options (Figure 10-2). You may sort data based on the number of days, by all, or by name. In addition, the data may be sorted by “Errors Only” or by “Processed and Errors”. After making selections, click on &lt;<b>View Details</b>&gt; for specific information.</p>  <p>Figure 10-2. Sort Selections – IVRS Interface.</p>

Step	Action
3	<p>After clicking on View Details, you may select from the following categories: Command, Division, by CF Branch, by CPAC, or by Date Time Stamp (Figure 10-3).</p>  <p>Figure 10-3. Sort Selections – IVRS Interface.</p>
4	<p>After making your selection by Command, Division, CF Branch, Date Time Stamp, etc., click on the hyperlink in the left column. Figure 10-4 reflects IVRS Interface Problems by CPAC, total actions, and number of errors. Figure 10-5 reflects actions by Date Time Stamp.</p>  <p>Figure 10-4. Sort Selections – CPAC</p>  <p>Figure 10-5. Sort Selections – Time Date Stamp</p>

Step	Action
5	<p>Click on the category in the left-hand column to bring up information for that particular category. Figure 10-6 reflects the sort categories you may choose from, or if you choose to bypass the sort categories, click <b>&lt;Submit&gt;</b>.</p>  <p>Figure 10-6. Sort Categories.</p>
6	<p>After making the final selections from the sort fields, you will see a screen similar to Figure 10-7. The information pertaining to the employee has been eliminated due to security restrictions. Therefore, only the headings are reflected in Figure 10-7. By clicking on <b>&lt;Date Time Stamp&gt;</b>, the user may view the error(s) and specific information for each type of error.</p>  <p>Figure 10-7.</p>

## Pay Data Rejects

The user may access information on Pay Data Rejects problems using this tool. Follow these steps to access the required information:

Step	Action
1	Log in to the ART tools; select <b>&lt;Pay Data&gt;</b> from the Main Menu. The next screen will reflect the four types of Pay Data information you may select from. At this screen click on <b>&lt;Pay Data Rejects&gt;</b> (Figure 10-1, page 52).
2	<p>At the next screen, select from the available options (Figure 10-8). Click on <b>&lt;View Details&gt;</b>.</p>  <p>Figure 10-8.</p>

Step	Action						
3	<p>Select from the sort fields (Figure 10-9): Command, Division, CF Branch, CPAC, Transaction Date, or Payroll Office ID. Figure 10-9 is sorted by Command. Click on <b>&lt;View Details&gt;</b> at the bottom of the screen.</p> <div> <p>Pay Data: Rejects In - Time Frame = Last 7 Days</p> <p> <input checked="" type="radio"/> By CMD   <input type="radio"/> By Division   <input type="radio"/> By CF Branch   <input type="radio"/> By CPAC   <input type="radio"/> By Transaction Date   <input type="radio"/> By Payroll Office Id   <input type="radio"/> By NOA </p> <table> <tr> <th>Command</th><th>Total Actions</th></tr> <tr> <td><a href="#">Field Operating Offices Of The Sec Of The Army</a></td><td>4</td></tr> <tr> <td><a href="#">Field Operation And Staff Support Agencies</a></td><td>3</td></tr> </table> </div> <p>Figure 10-9.</p>	Command	Total Actions	<a href="#">Field Operating Offices Of The Sec Of The Army</a>	4	<a href="#">Field Operation And Staff Support Agencies</a>	3
Command	Total Actions						
<a href="#">Field Operating Offices Of The Sec Of The Army</a>	4						
<a href="#">Field Operation And Staff Support Agencies</a>	3						
4	<p>Select sort criteria (Figure 10-10), or you may bypass the sort function by clicking on the <b>&lt;Submit&gt;</b> button.</p> <div> <div> <p>How would you like to sort the data:</p> <p>Employee Name</p> <p>PP-SERI-GR</p> <p>Organization</p> <p>Nature of Action (NOA)</p> <p>Payroll Office Id</p> <p><b>Submit</b></p> </div> <div> <p>sort by -&gt;</p> <p>&lt;- remove</p> </div> <div> <p>Sort by these fields:</p> </div> </div> <p>Figure 10-10.</p>						

Step	Action																							
5	<p>Once you click on the &lt;Submit&gt; button, you will be taken to the next screen (Figure 10-11). Click on the &lt;Employee Name&gt; to receive information as depicted in (Figure 10-12). There are many types of information available from this screen: Salary, SCD, TSP, WIGI, NTE dates, Benefits, Training, etc. By clicking on &lt;NOA&gt; (Figure 10-11), you can view very explicit information pertaining to the pay data reject. Due to personal security restrictions a representative screen is not available.</p> <div><p>Pay Data: Rejects In - Command = Field Operating Offices Of The Sec Of The Army - Time Frame = Last 7 Days</p><table border="1"><tr><td>Employee Name</td><td>PP-Seri-Gr</td><td>NOA</td><td>NOA Eff Date</td><td>Organization</td><td>Payroll Office</td><td>Pay Period</td></tr></table></div> <p>Figure 10-11.</p> <div><table border="1"><tr><th colspan="2">Employee Information</th></tr><tr><td><b>Pay Plan:</b></td><td>GS    <b>Series:</b> 0830</td></tr><tr><td><b>Grade:</b></td><td>07    <b>Step:</b> 01</td></tr><tr><td><b>PayRD:</b></td><td>6    <b>CPOID:</b> FW</td></tr><tr><td colspan="2"><hr/></td></tr><tr><td colspan="2"><input checked="" type="radio"/> Salary    <input type="radio"/> SCD    <input type="radio"/> TSP    <input type="radio"/> WIGI    <input type="radio"/> NTE    <input type="radio"/> Other CPCN's</td></tr><tr><td colspan="2"><input type="radio"/> Retained    <input type="radio"/> Benefits    <input type="radio"/> Projected    <input type="radio"/> Other    <input type="radio"/> Training</td></tr><tr><td colspan="2"><hr/></td></tr></table></div> <p>Figure 10-12.</p>	Employee Name	PP-Seri-Gr	NOA	NOA Eff Date	Organization	Payroll Office	Pay Period	Employee Information		<b>Pay Plan:</b>	GS <b>Series:</b> 0830	<b>Grade:</b>	07 <b>Step:</b> 01	<b>PayRD:</b>	6 <b>CPOID:</b> FW	<hr/>		<input checked="" type="radio"/> Salary <input type="radio"/> SCD <input type="radio"/> TSP <input type="radio"/> WIGI <input type="radio"/> NTE <input type="radio"/> Other CPCN's		<input type="radio"/> Retained <input type="radio"/> Benefits <input type="radio"/> Projected <input type="radio"/> Other <input type="radio"/> Training		<hr/>	
Employee Name	PP-Seri-Gr	NOA	NOA Eff Date	Organization	Payroll Office	Pay Period																		
Employee Information																								
<b>Pay Plan:</b>	GS <b>Series:</b> 0830																							
<b>Grade:</b>	07 <b>Step:</b> 01																							
<b>PayRD:</b>	6 <b>CPOID:</b> FW																							
<hr/>																								
<input checked="" type="radio"/> Salary <input type="radio"/> SCD <input type="radio"/> TSP <input type="radio"/> WIGI <input type="radio"/> NTE <input type="radio"/> Other CPCN's																								
<input type="radio"/> Retained <input type="radio"/> Benefits <input type="radio"/> Projected <input type="radio"/> Other <input type="radio"/> Training																								
<hr/>																								

## Pay Data Reverse Interface

The user may access information on Pay Data Reverse Interface problems using this tool. Follow these steps to access the required information:

Step	Action
1	Log in to the ART tools; select < <b>Pay Data</b> > from the Main Menu. The next screen will reflect the four types of Pay Data information you may select from. At this screen click on < <b>Pay Data Reverse Interface</b> > (Figure 10-1, page 52).
2	<p>At the next screen, select from the available options (Figure 10-13). Click on &lt;<b>View Details</b>&gt;.</p> <div> <p>Pay Data: Reverse Interface</p> <p> <input checked="" type="radio"/> Last 7 Days    <input type="radio"/> Last 14 Days    <input type="radio"/> Last 21 Days    <input type="radio"/> Last 28 Days    <input type="radio"/> All    <input type="radio"/> By Name </p> <p> <input checked="" type="radio"/> Errors Only    <input type="radio"/> Processed and Errors </p> <p><input type="button" value="View Details"/></p> </div> <p>Figure 10-13.</p>



Step	Action									
3	<p>Select from the sort fields (Figure 10-14): Command, Division, CF Branch, CPAC, Transaction Date, or Payroll Office ID. Figure 10-14 is sorted by Command. Click on <b>&lt;View Details&gt;</b> at the bottom of the screen. Select sort criteria as identified in Figure 10-15.</p> <div> <div>Pay Data: Reverse Interface - Time Frame = Last 7 Days - Errors Only</div> <div> <input checked="" type="radio"/> By CMD <input type="radio"/> By Division <input type="radio"/> By CF Branch <input type="radio"/> By CPAC <input type="radio"/> By Pay Date <input type="radio"/> By TIC Id </div> <table> <tr> <th>Command</th><th>Total Actions</th><th>Errors</th></tr> <tr> <td><a href="#">(1) Inactive Record</a></td><td>245</td><td>245</td></tr> <tr> <td><a href="#">Field Operating Offices Of The Sec Of The Army</a></td><td>5</td><td>5</td></tr> </table> </div> <p>Figure 10-14.</p>	Command	Total Actions	Errors	<a href="#">(1) Inactive Record</a>	245	245	<a href="#">Field Operating Offices Of The Sec Of The Army</a>	5	5
Command	Total Actions	Errors								
<a href="#">(1) Inactive Record</a>	245	245								
<a href="#">Field Operating Offices Of The Sec Of The Army</a>	5	5								
4	<p>Select sort criteria (Figure 10-15), or you may bypass the sort function by clicking on the <b>&lt;Submit&gt;</b> button.</p> <div> <div> <div>How would you like to sort the data:</div> <div> Employee Name  PP-SERI-GR  Job Number  Organization  TIC_ID  PAYROLL_ORG_CODE  REMARKS </div> <div> <div>sort by -&gt;</div> <div>&lt;- remove</div> </div> <div>Submit</div> </div> <div>Sort by these fields:</div> </div> <p>Figure 10-15.</p>									
5	<p>Once you click on the <b>&lt;Submit&gt;</b> button, you will be taken to the next screen (Figure 10-16). Click on the <b>&lt;Employee Name&gt;</b> to receive information as depicted in (Figure 10-12, page 55) under Pay Data Rejects. There are many types of information available from this screen: Salary, SCD, TSP, WIGI, NTE dates, Benefits, Training, etc. By clicking on <b>&lt;Job Number&gt;</b> (Figure 10-16), you can view the position description. By clicking on <b>&lt;TIC&gt;</b> you can view explicit information pertaining to the pay data reverse interface error. Due to personal security restrictions a representative screen is not available.</p> <div> <div>Reverse Pay Transactions - Command = Field Operating Offices Of The Sec Of The Army - Time Frame = Last 7 Days - Errors Only - Errors Only</div> <table> <tr> <th>Employee Name</th><th>PP-SERI-GR</th><th>Job Number</th><th>Organization</th><th>TIC</th><th>Pay Date</th><th>REMARKS</th></tr> </table> </div> <p>Figure 10-16.</p>	Employee Name	PP-SERI-GR	Job Number	Organization	TIC	Pay Date	REMARKS		
Employee Name	PP-SERI-GR	Job Number	Organization	TIC	Pay Date	REMARKS				

## Pay Data Transactions W3L

The user may access information on Pay Data Transactions W3L problems using this tool. Follow these steps to access the required information:

Step	Action						
1	Log in to the ART tools; select <Pay Data > from the Main Menu. The next screen will reflect the four types of Pay Data information you may select from. At this screen click on <Pay Data Transaction W3L> (Figure 10-1, page 52).						
2	<p>At the next screen, select from the available options (Figure 10-17). Click on &lt;View Details&gt;.</p> <div> <p>Pay Data: Transactions - W3L</p> <p> <input checked="" type="radio"/> Last 7 Days             <input type="radio"/> Last 14 Days             <input type="radio"/> Last 21 Days             <input type="radio"/> Last 28 Days             <input type="radio"/> All             <input type="radio"/> By Name         </p> <p><a href="#">View Details</a></p> </div> <p>Figure 10-17</p>						
3	<p>Select from the sort fields (Figure 10-18): Command, Division, CF Branch, CPAC, Transaction Date, or Payroll Office ID. Figure 10-18 is sorted by Command. Click on &lt;View Details&gt; at the bottom of the screen. Select sort criteria as identified in Figure 10-19.</p> <div> <p>Pay Data: Transactions - W3L - Command = AMC All others - Time Frame = Last 7 Days</p> <p> <input checked="" type="radio"/> By CMD             <input type="radio"/> By Division             <input type="radio"/> By CF Branch             <input type="radio"/> By CPAC             <input type="radio"/> By Transaction Date             <input type="radio"/> By Payroll Office Id             <input type="radio"/> By NOA         </p> <table border="1"> <thead> <tr> <th>Command</th><th>Total Actions</th></tr> </thead> <tbody> <tr> <td><a href="#">AMC All others</a></td><td>17</td></tr> <tr> <td>TOTALS</td><td>17</td></tr> </tbody> </table> <p><a href="#">View Details</a></p> </div> <p>Figure 10-18.</p>	Command	Total Actions	<a href="#">AMC All others</a>	17	TOTALS	17
Command	Total Actions						
<a href="#">AMC All others</a>	17						
TOTALS	17						

Step	Action																						
4	<p>Select sort criteria (Figure 10-19), or you may bypass the sort function by clicking on the <b>&lt;Submit&gt;</b> button.</p> <div><div><p>How would you like to sort the data:</p><p>Employee Name</p><p>PP-SERI-GR</p><p>Job Number</p><p>Organization</p><p>TIC_ID</p><p>PAYROLL_ORG_CODE</p><p>REMARKS</p></div><div><p>sort by -&gt;</p><p>&lt;- remove</p></div><div><p>Sort by these fields:</p></div><div><p>Submit</p></div></div> <p>Figure 10-19.</p>																						
5	<p>At the next screen (Figure 10-20), click on the <b>&lt;Employee Name&gt;</b> to receive information as depicted in (Figure 10-12) under Pay Data Rejects. There are many types of information available from this screen: Salary, SCD, TSP, WIGI, NTE dates, Benefits, Training, etc. By clicking on <b>&lt;NOA&gt;</b>, you can view explicit information pertaining to the pay data transactions W3L error. Due to personal security restrictions a representative screen is not available.</p> <p>Pay Data: Transactions - W3L - Command = AMC All others - Time Frame = Last 7 Days</p> <table border="1"><thead><tr><th>Employee Name</th><th>PP-Seri-Gr</th><th>NOA</th><th>Eff Date</th><th>Organization</th><th>JEJ</th><th>Payroll Office</th><th>UIC</th><th>ALT-UIC</th><th>Basic Salary</th><th>Trans Date</th></tr></thead><tbody><tr><td colspan="11"> </td></tr></tbody></table> <p>Figure 10-20</p>	Employee Name	PP-Seri-Gr	NOA	Eff Date	Organization	JEJ	Payroll Office	UIC	ALT-UIC	Basic Salary	Trans Date											
Employee Name	PP-Seri-Gr	NOA	Eff Date	Organization	JEJ	Payroll Office	UIC	ALT-UIC	Basic Salary	Trans Date													

## Phone and Email List

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### Purpose

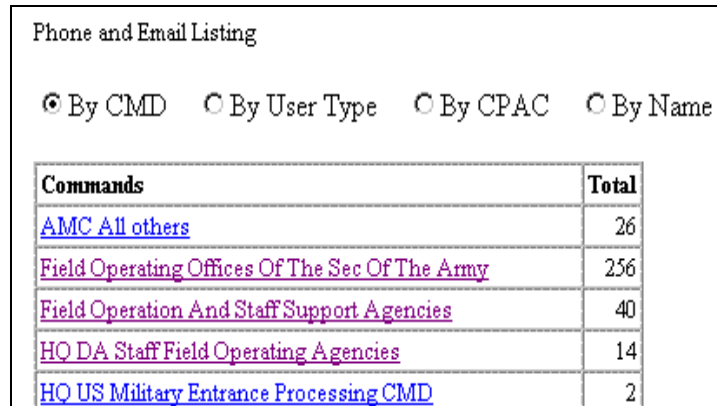
The ART Phone and Email List tool provides a convenient way to find the phone number(s) and/or email address of other ART users. The information on the phone and email list comes from each user's preferences (see Initial Login (Account Editor, page 11)).

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### Accessing Phone and Email List

From the Art Main Menu, select Phone and Email List. You can then select from a list of commands and operating offices (Figure 3-3) or select from one of the following buttons at the top of the Phone and Email Listing screen.

- Command.
- User Type.
- CPAC.
- Name.



Phone and Email Listing

☒ By CMD   ☐ By User Type   ☐ By CPAC   ☐ By Name

Commands	Total
<a href="#">AMC All others</a>	26
<a href="#">Field Operating Offices Of The Sec Of The Army</a>	256
<a href="#">Field Operation And Staff Support Agencies</a>	40
<a href="#">HQ DA Staff Field Operating Agencies</a>	14
<a href="#">HQ US Military Entrance Processing CMD</a>	2

Figure 3-3. Phone and Email List.

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## RPA Tracker

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### Purpose

The RPA Tracker provides an easy to use search mechanism for locating and viewing specific RPAs (Requests for Personnel Action) initiated and processed using DCPDS. You can also add notes to an RPA using this tool.

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### Related Tools

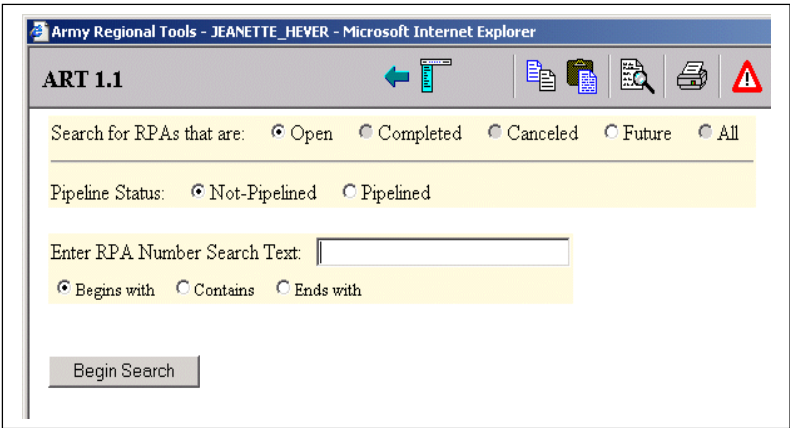
Although you can use the RPA Tracker to find and view any RPA to which you have access, it is most efficiently used to look for and view one RPA, particularly if you know the RPA number. Other ART tools may be more appropriate in other circumstances. Several tools provide access to the same RPA viewer function:

- **Inbox Statistics II** (page 30-38), which provides timeliness information about the processing of open RPAs, can be used to locate and view a specific (open) RPA. Once you have selected a specific RPA, you have access to the same RPA Viewer as is provided in the RPA Tracker tool (described below).
  - **Review and Analysis** (page 69-74), which provides timeliness information about closed RPAs, can be used to locate and view a specific (closed) RPA. Once you have selected a specific RPA, you have access to the same RPA Viewer as is provided in the RPA Tracker tool (described below).
  - **Employee Data** (page 24-25), which provides personnel information about specific employees, can also be used to locate and view RPA(s) for a specific employee. Once you have selected a specific RPA, you have access to the same RPA Viewer as is provided in the RPA Tracker tool (described below).
  - **NPA Tracker** (page 45-49) can be used once a personnel action has processed and a Notification of Personnel Action (NPA) has been generated. With this tool you can view either the NPA or the RPA. The major difference between these two is that the RPA record includes tracking information (who had the action, for how long). In addition, the NPA Tracker retrieves records based on the employee's name rather than the RPA number.
  - **DCPDS**, as the database of record for all employee and RPA data, can be used to view both open and closed RPAs. Refer to the DCPDS Desk Guide, Civilian Inbox chapter, for instructions for accessing RPAs via your DCPDS inbox.
-

## Locating an RPA

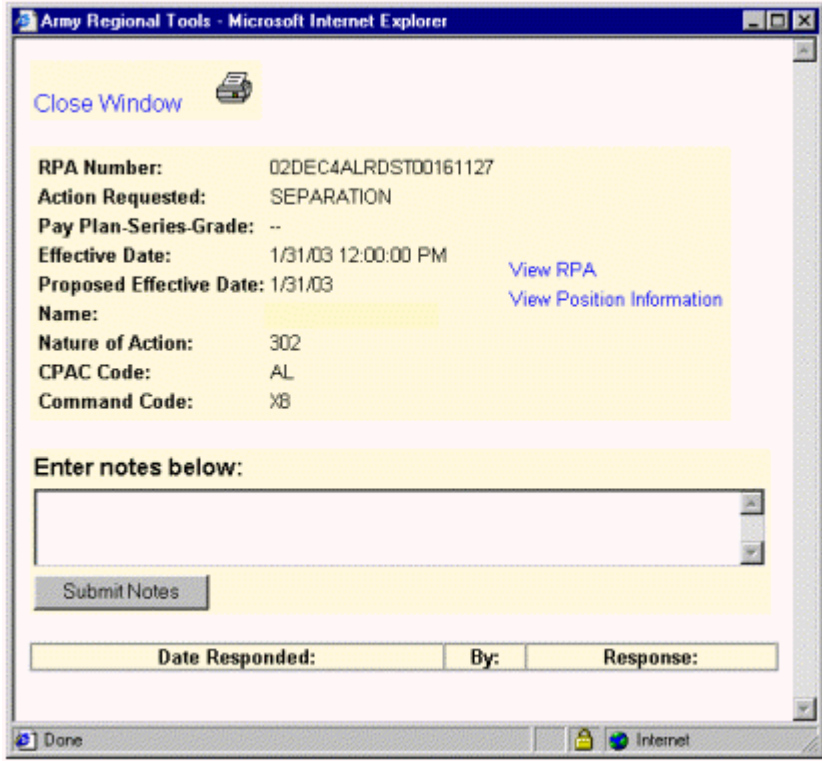
### Accessing the Tracker

Follow these steps to access the RPA Tracker and locate an RPA:

Step	Action
1	<p>From the ART Main Menu:</p> <ul style="list-style-type: none"> <li>&lt;Click&gt; on <b>RPA Tracker</b></li> </ul>
2	<p>Click one of the radio buttons to select whether you are looking for open, completed (closed), canceled, future, or all RPAs. Then enter the RPA number if available (if you are searching for a specific RPA by number and are not sure of its status, click the "All" button).</p> <ul style="list-style-type: none"> <li>If you don't know the number, you can use a partial number or you can just enter the wildcard (%) in the RPA number box. However, if you have access to a large number of RPAs, ART will not display more than 1000 records so if your criteria will select more than that, you will receive an error message (see Related Tools, above, for other ways of viewing an RPA if you do not know the number).</li> <li>&lt;Click&gt; on <b>Begin Search</b> to locate the RPA.</li> </ul> 

Step	Action
3	<p>Specify the sort criteria that you want to use on the next screen. This is important if you expect to get a large list of RPAs and need to look for one in particular. Once you've selected the sort fields, click the &lt;Submit&gt; button.</p> <ul style="list-style-type: none"> <li>If you don't care about the sort order (or if you are searching for one RPA by its number -- in which case the sort is irrelevant), just click the &lt;Submit&gt; button without entering any sort criteria.</li> </ul> <div> <div> <b>Fields to sort the data by:</b> <div> Request Number  Smart Number  Date  Management Time  CPAC Time  CPOC Time  Personnel Time  Event Time  Action Requested  PP-Seri-Gr  Effective Date  Name  NOA  Current Inbox  Current Event  Responded  Response </div> <div> sort by -&gt;  &lt;- remove </div> </div> <div> <b>Sort by these fields:</b> <div></div> </div> <div>Submit</div> <p><b>Hit the submit button without choosing any fields to bypass the sort.</b></p> </div>

4	<p>A list of matching RPAs will display (or just one if you are searching by the RPA number):</p> <table> <thead> <tr> <th>D A T E</th><th>Smart Num</th><th>Unique Num</th><th>M G P P E</th><th>C P P E</th><th>Action Requested</th><th>PP-Seri- Gr</th><th>Effective Date</th><th>Name</th><th>NOA</th><th>Current Inbox</th><th>Current Event</th><th>E V G K N T</th><th>Response</th></tr> </thead> <tbody> <tr> <td>02DEC</td><td>4ABOMAT00</td><td>162500</td><td>3</td><td>4 33</td><td>37</td><td>Salary_Chg</td><td>WL-3703-10</td><td>2003-Jan-26</td><td>702</td><td>COS - Susar</td><td></td><td>Y</td><td></td></tr> <tr> <td>02DEC</td><td>4ALRD000</td><td>165271</td><td>8</td><td>1 17</td><td>18</td><td>Salary_Chg</td><td>GS-0854-12</td><td>2003-Jan-26</td><td>702</td><td>COS - Rober</td><td></td><td>Y</td><td></td></tr> <tr> <td>02DEC</td><td>4ALRD000</td><td>165272</td><td>8</td><td>1 17</td><td>18</td><td>Salary_Chg</td><td>GS-0854-11</td><td>2003-Jan-26</td><td>702</td><td>COS - Rober</td><td></td><td>Y</td><td></td></tr> <tr> <td>02DEC</td><td>4ALRD000</td><td>165273</td><td>8</td><td>8 10</td><td>18</td><td>Salary_Chg</td><td>GS-0854-11</td><td>2003-Jan-26</td><td>702</td><td>COS - Rober</td><td></td><td>Y</td><td></td></tr> <tr> <td>02DEC</td><td>4ALRD000</td><td>165274</td><td>8</td><td>1 17</td><td>18</td><td>Salary_Chg</td><td>GS-0854-11</td><td>2003-Jan-26</td><td>702</td><td>COS - Rober</td><td></td><td>Y</td><td></td></tr> <tr> <td>02DEC</td><td>4ALRD000</td><td>161127</td><td>1</td><td>4 40</td><td>44</td><td>Separation</td><td>2003-Jan-31</td><td></td><td>302</td><td>COP - D,</td><td></td><td>Y</td><td></td></tr> </tbody> </table>	D A T E	Smart Num	Unique Num	M G P P E	C P P E	Action Requested	PP-Seri- Gr	Effective Date	Name	NOA	Current Inbox	Current Event	E V G K N T	Response	02DEC	4ABOMAT00	162500	3	4 33	37	Salary_Chg	WL-3703-10	2003-Jan-26	702	COS - Susar		Y		02DEC	4ALRD000	165271	8	1 17	18	Salary_Chg	GS-0854-12	2003-Jan-26	702	COS - Rober		Y		02DEC	4ALRD000	165272	8	1 17	18	Salary_Chg	GS-0854-11	2003-Jan-26	702	COS - Rober		Y		02DEC	4ALRD000	165273	8	8 10	18	Salary_Chg	GS-0854-11	2003-Jan-26	702	COS - Rober		Y		02DEC	4ALRD000	165274	8	1 17	18	Salary_Chg	GS-0854-11	2003-Jan-26	702	COS - Rober		Y		02DEC	4ALRD000	161127	1	4 40	44	Separation	2003-Jan-31		302	COP - D,		Y	
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02DEC	4ALRD000	161127	1	4 40	44	Separation	2003-Jan-31		302	COP - D,		Y																																																																																							

Step	Action
5	<p data-bbox="548 264 1403 317">Once you locate the RPA that you want to view, click the blue "Smart Num" link to display the basic data window about the RPA:</p> <div data-bbox="548 359 1365 1115">  </div> <ul data-bbox="548 1157 1403 1325" style="list-style-type: none"> <li>• If desired, you can enter a note pertaining to this RPA -- type the note in the Enter notes below area, then click the &lt;Submit Notes&gt; button. Any notes you enter will travel with the RPA and be accessible to others who view or work on this RPA.</li> <li>• Click on the View RPA link to display the RPA Viewer (discussed in the next section).</li> </ul>



## The RPA Viewer

### Viewing the RPA

Once you have selected the RPA you want to view, it displays in the RPA Viewer. This is the same viewer that is used when you display RPAs from other ART tools (Inbox Statistics, Review and Analysis, Employee Data, etc. -- see Related Tools, above). The RPA Viewer in ART displays the same data that is contained on the actual RPA, which is found in DCPDS (including some additional information), but it is not displayed as a "form" as it is in DCPDS. For convenience, the RPA is broken into 4 panels (it is one long document when viewed in ART). Most of the data is self-explanatory but a few notes have been added:

#### Panel 1

- Note the Gatekeeper Checklist link at the top of the RPA. If this link is active (blue), you can view and/or modify the Gatekeeper Checklist for this action. See Appendix A, B, and C, Gatekeeper Checklist Handbooks for instructions.
- The top part of the RPA contains information about the requesting office, the type of action being requested, and the subject of the action.
- The Status Remarks section contains any event codes that have been entered by the CPOC pertaining to this action (none are present in this example).

RPA Viewer - Microsoft Internet Explorer

Close Window GateKeeper Checklist

**PART A -- Requesting Office**

1. Actions Requested: SEPARATION  
2. Request Number: 02DEC4ALRDST00161127 (Open)  
3. For Additional Information Call:  
4. Proposed Effective Date: 1/31/03  
5. Actions Requested By:  
  
MANAGEMENT ANALYST  
12/12/02  
6. Actions Authorized By:  
  
TECHNICAL DIRECTOR

**PART B -- Preparation of SF50**

1. Name (Last, First, Middle): 2. Social Security Number: 3. Date of Birth: 4. Effective Date: 1/31/03 12:00:00 PM

**STATUS REMARKS**

Status Remark	Occur	Date 1	Date 2	Comments
---------------	-------	--------	--------	----------

**FIRST ACTION**

5A. Code: 302  
5B. Nature of Action: Retirement-Voluntary NTE:  
5C. Code: SQM  
5D. Legal Authority: 5 U.S.C. 8336  
5E. Code:  
5F. Legal Authority:

**SECOND ACTION**

6A. Code:  
6B. Nature of Action: NTE:  
6C. Code:  
6D. Legal Authority:

Done Internet

## Panel 2

This section contains the "from" and "to" information (similar to what is shown on page 2 of the RPA in DCPDS). In this sample, there is no "to" information since the action is a separation.

The screenshot displays a web browser window titled "RPA Viewer - Microsoft Internet Explorer". The page content is organized into two main sections: "FROM" and "TO".

**FROM Section:**

- 6.D. Legal Authority:
- 6.E. Code:
- 6.F. Legal Authority:
- FROM**
- 7. Position Title and Number:  
SECRETARY (OA)
- 8. Pay Plan: GS
- 9. Occ Code: 0318
- 10. Grade/Level: 05
- 11. Step/Rate: 10
- 12. Total Salary: 35112
- 12A. Basic Pay: 31252
- 12B. Locality Adj: 3860
- 12C. Adj. Basic Pay: 35112
- 12D. Other Pay: 0
- 13. Pay Basis: PA
- 14. Name and Location of Position's Organization:  
HQ CECOM  
RESEARCH, DEVELOPMENT, & ENGR CTR  
SPACE & TERRESTRIAL COMMUNICATIONS  
DISMOUNTED/SENSOR NETWORKS (JGBG)  
FT MONMOUTH, NJ 07703

**TO Section:**

- TO**
- TO: Position Title and Number
- 16. Pay Plan:
- 17. Occ Code:
- 18. Grade/Level:
- 19. Step/Rate:
- 20. Total Salary:
- 20A. Basic Pay:
- 20B. Locality Adj:
- 20C. Adj. Basic Pay:
- 20D. Other Pay: 0
- 21. Pay Basis:
- 22. Name and Location of Position's Organization:

The browser's status bar at the bottom shows "Done" and "Internet".

### Panel 3

This section contains employee and position data (similar to what is shown on page 3 of the RPA in DCPDS).

The screenshot shows a web browser window titled "RPA Viewer - Microsoft Internet Explorer". The page content is organized into three main sections: "NOTES", "EMPLOYEE DATA", and "POSITION DATA". The "NOTES" section is empty. The "EMPLOYEE DATA" section contains the following information:

- 23. Veterans Preference: 1
- 24. Tenure: 1
- 25. Agency Use:
- 26. Veterans Preference for RIF: N
- 27. FEGLI: E0
- 28. Annuitant Indicator: 9
- 29. Pay Rate Determinant: 6
- 30. Retirement Plan: 1
- 31. Service Comp. Date(Leave): 12/9/74
- 32. Work Schedule: F
- 33. Part Time Hours Per Bi-Weekly Pay Period:

The "POSITION DATA" section contains the following information:

- 34. Position Occupied: 1
- 35. FLSA Category: N
- 36. Appropriation Code: 622762H9SKB
- 37. Bargaining Unit Status: AR3756
- 38. Duty Station Code: 341065025
- 39. Duty Station: FT MONMOUTH / MONMOUTH / NEW JERSEY
- 40. Agency Data:
- 41. Agency Data:
- 42. Agency Data:
- 43. Agency Data:
- 44. Agency Data:
- 45. Education Level: 13
- 46. Yr Degree Attained Degree: 1971
- 47. Academic Discipline: 230101
- 48. Functional Class: 00
- 49. Citizenship: 1
- 50. Veterans Status: N
- 51. Supervisory Status: 8

The browser's status bar at the bottom shows "Done" and "Internet".

#### Panel 4

- The Remarks section contains any remarks that have been added by the CPOC (these are the remarks that are shown on the final NPA when the action is processed).
- The Current/Last Box and Coordinator sections show who currently has the action or who has had the action in the past (respectively).

The screenshot shows the RPA Viewer interface in Microsoft Internet Explorer. The window title is "RPA Viewer - Microsoft Internet Explorer". The main content area is divided into several sections:

- REMARKS**: A large empty text area for entering remarks.
- APPROVER SIGNATURE**: A section with two columns: "APPROVER SIGNATURE" and "APPROVED DATE". The "APPROVER SIGNATURE" column contains the text "Authorizing Official". The "APPROVED DATE" column contains the date "1/21/03".
- CURRENT/LAST BOX**: A table with the following data:

Group Box	Inbox Name	Email Address	Days	Date Received	Date Sent
ABC_INBOX/COPD	HARTSD/COP - OFFICIAL		40.68	12/17/02 4:41:31 PM	
- COORDINATION**: A table with the following data:

Group Box	Inbox Name	Email Address	Days	Date Received	Date Sent
XYZ-4ALCPAA00/CPG	ALCPAASPC007/CPG -		4.33	12/13/02 8:48:56 AM	12/17/02 4:41:31 PM
	ALRDODMGR003/MGR -		0.8	12/12/02 1:30:09 PM	12/13/02 8:48:56 AM
	ALRDSTMGR025/MGA -		0.01	12/12/02 1:20:01 PM	12/12/02 1:30:09 PM

## Review and Analysis

---

### Purpose

The Review and Analysis application provides users with various statistical reports about their civilian workforce population as well as personnel action timeliness reports.

- The **population statistics** report shows such things as numbers of employees, number of supervisors, minority/non-minority statistics, male/female statistics, grade levels, career programs, education levels, etc. From this report, you can drill down and examine individual employee and/or position records.
  - The **timeliness reports** cover various personnel actions -- fill actions, non-fill actions, and classification actions -- showing amount of time in management, in the CPAC, and in the CPOC. These reports are based on closed personnel actions. From these reports, you can drill down to examine individual personnel actions.
- 

### Related Tools

- **Inbox Statistics II**, page 30-38 provides timeliness information about the processing of open RPAs. It can also be used to locate and view a specific (open) RPA.
  - **Employee data**, page 24-25 provides personnel information about specific employees. It can also be used to locate and view RPA(s) for a specific employee.
  - **RPA Tracker**, page 61-68 provides access to RPAs for specific employees (based on the RPA number).
  - **NPA Tracker**, page 45-49 can be used once a personnel action has processed and a Notification of Personnel Action (NPA) has been generated. With this tool you can view either the NPA or the RPA.
- 

## Population Statistics

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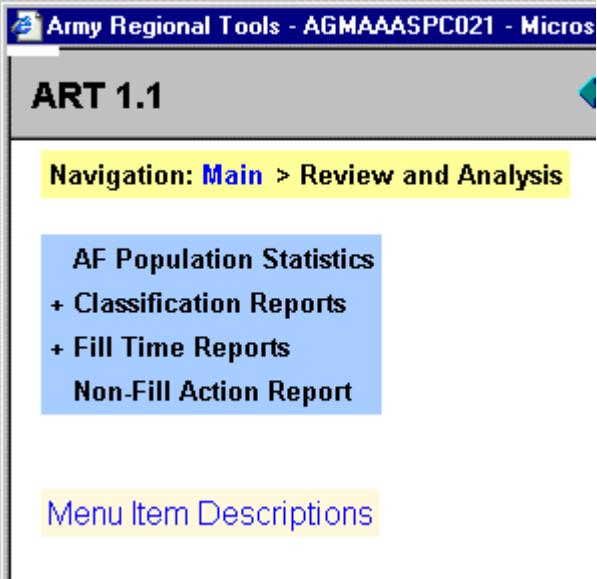
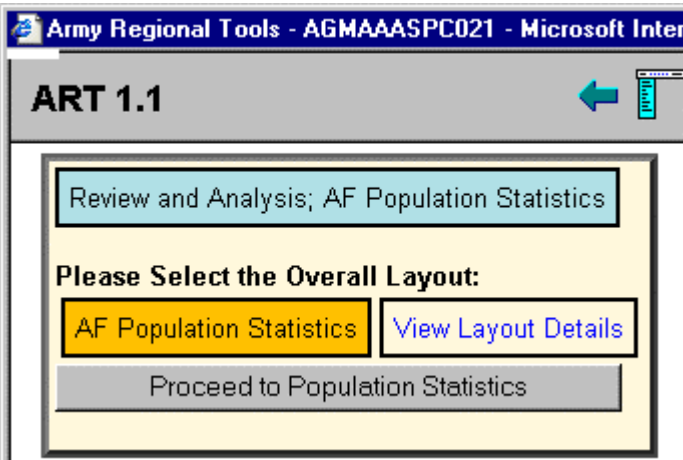
### Purpose

The population statistics report in the Review and Analysis tool provides data about the civilian workforce. Once displayed, you can view the report using any of the following options:

- CPAC location.
  - Career program.
  - Command.
  - Education group (e.g., high school graduates, some college, bachelor's degree, etc.).
  - Functional class (applicable to scientific and engineering positions only).
  - Grade group (e.g., GS 1-4, 5-8, etc.).
  - PATCOB (professional, administrative, technical, clerical, other, blue collar).
  - Series (occupational series).
  - Supervisory group (first line supervisor, leader, manager, etc.).
  - UIC (unit identification code).
-

## Procedures

Follow these steps to view this report:

Step	Action
1	From the ART main menu, select <b>Review and Analysis</b> .
2	<p>From the Review and Analysis menu, select AF Population Statistics.</p> 
3	<p>On the layout window, click on the &lt;Proceed to Population Statistics&gt; button:</p> 

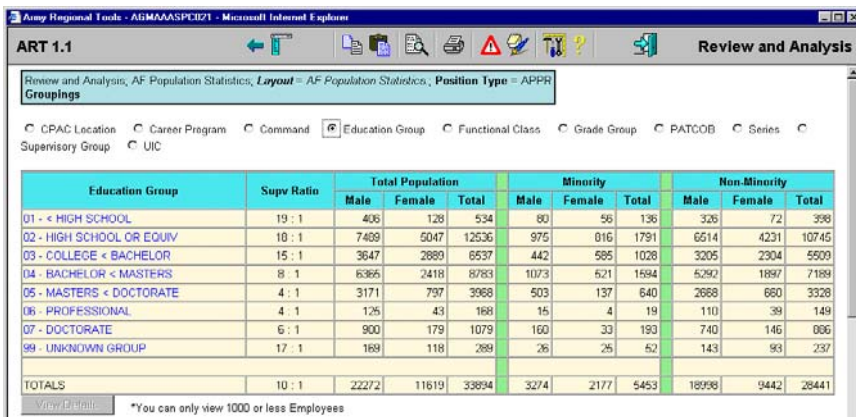


Step

Action

4

When the report displays, it is sorted by CPAC location by default. You can select from the various radio buttons at the top to view the data in other ways (by career program, command, etc.). The columns of the report otherwise remain the same (supv ratio, total population, etc.). The illustration shows the data presented by education level:



**ART 1.1**  
Review and Analysis, AF Population Statistics, Layout = AF Population Statistics, Position Type = APPR Groupings

☐ CPAC Location ☐ Career Program ☐ Command ☒ Education Group ☐ Functional Class ☐ Grade Group ☐ PATCOB ☐ Series ☐ Supervisory Group ☐ UIC

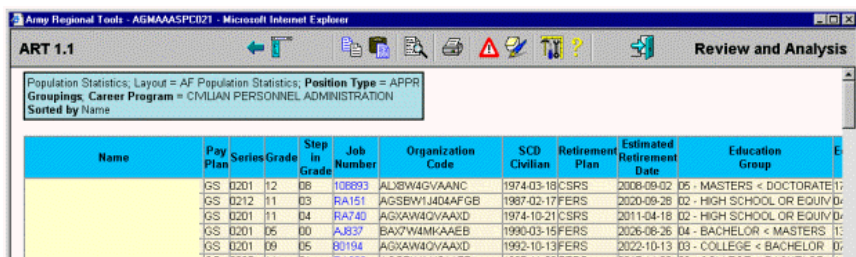
Education Group	Supv Ratio	Total Population			Minority			Non-Minority		
		Male	Female	Total	Male	Female	Total	Male	Female	Total
01 - < HIGH SCHOOL	19 : 1	406	128	534	80	56	136	326	72	398
02 - HIGH SCHOOL OR EQUIV	10 : 1	7409	5047	12536	975	816	1791	6614	4231	10745
03 - COLLEGE < BACHELOR	15 : 1	3647	2889	6537	442	585	1028	3205	2304	5509
04 - BACHELOR < MASTERS	8 : 1	6365	2418	8783	1073	621	1694	6292	1897	7189
05 - MASTERS < DOCTORATE	4 : 1	3171	797	3968	503	137	640	2668	660	3328
06 - PROFESSIONAL	4 : 1	125	43	168	15	4	19	110	39	149
07 - DOCTORATE	6 : 1	900	179	1079	160	33	193	740	146	886
99 - UNKNOWN GROUP	17 : 1	169	118	289	26	26	52	143	93	237
<b>TOTALS</b>	<b>10 : 1</b>	<b>22272</b>	<b>11619</b>	<b>33894</b>	<b>3274</b>	<b>2177</b>	<b>5453</b>	<b>18998</b>	<b>9442</b>	<b>28441</b>

[View Details](#) \*You can only view 1000 or less Employees

- You can further narrow down the report by clicking on one of the links in the left-most column (in this case, Education Level), and once that displays, selecting additional radio buttons (CPAC, career program, command, etc.).
- If desired, you can view the data that comprise the report by clicking the <View Details> button at the bottom of the report. Note that you can only view records in groups of 1000 or less. This is true throughout ART. It will not be a concern if you have access to less than 1000 records, but if you have access to more than that, you may run into this on occasion. To view details from a report with more than 1000 records, you must first narrow down the number of records by clicking on one of the links, then, if necessary, select a different sort for the selected records (e.g., by CPAC, command, grade group, etc.).

5

Here's a sample of the "Details" screen from Career Program 10 (Civ Pers Admin):



**ART 1.1**  
Population Statistics, Layout = AF Population Statistics, Position Type = APPR Groupings, Career Program = CIVILIAN PERSONNEL ADMINISTRATION  
Sorted by Name

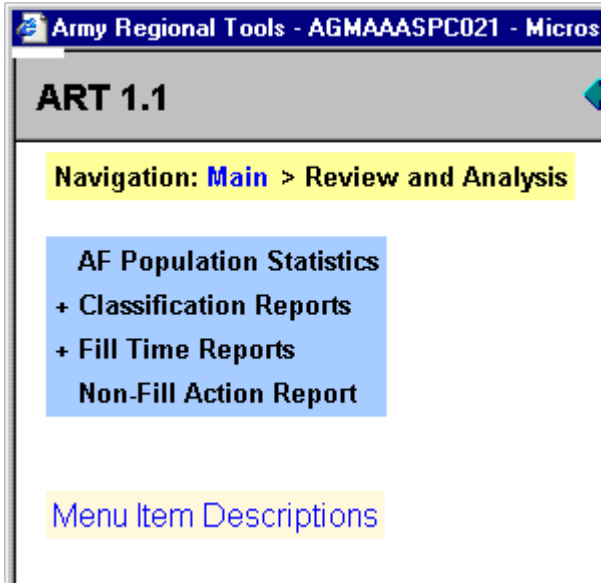
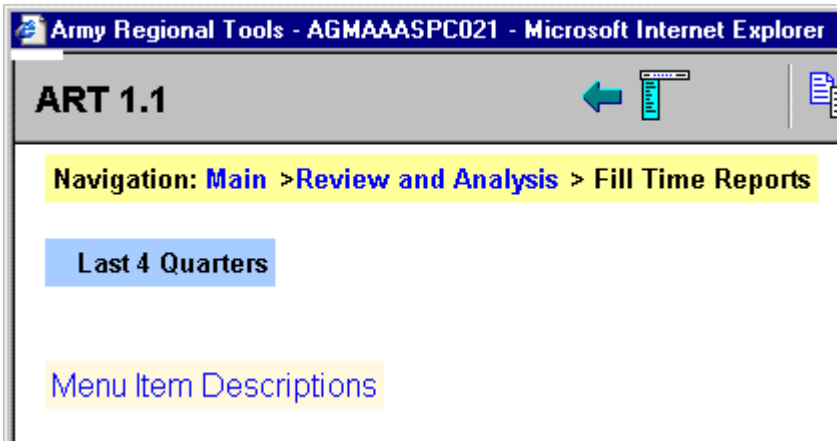
Name	Pay Plan	Series	Grade	Step in Grade	Job Number	Organization Code	SCD Civilian	Retirement Plan	Estimated Retirement Date	Education Group
GS 0201 12 08 108093	ALBWAQVAANC	1974-03-18	CSRS	2008-09-02	05 - MASTERS < DOCTORATE					
GS 0212 11 03 RA151	AGSBW1J04AFGB	1987-02-17	FERS	2020-09-26	02 - HIGH SCHOOL OR EQUIV					
GS 0201 11 04 RA740	AGXAWAQVAAXD	1974-10-21	CSRS	2011-04-18	02 - HIGH SCHOOL OR EQUIV					
GS 0201 05 00 AB37	BA07WAMKAABE	1990-03-15	FERS	2026-08-26	04 - BACHELOR < MASTERS					
GS 0201 09 05 B0194	AGXAWAQVAAXD	1992-10-13	FERS	2022-10-13	03 - COLLEGE < BACHELOR					

From here you can click on the links in the "Name" column to display a particular employee's record, or the "Job Number" column to view the position record (similar to that seen when using Employee Data, page 24-25).

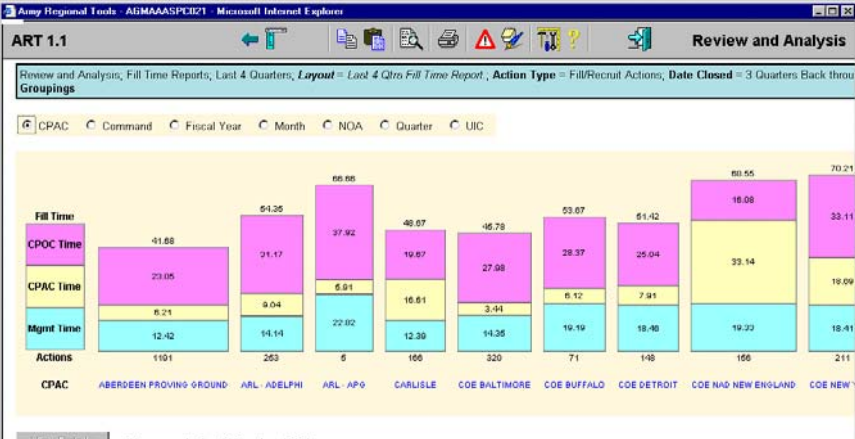
## Timeliness Reports

### Purpose

The timeliness reports in the Review and Analysis tool provide information about the timeliness of processing classification actions, fill (recruit) actions, and non-fill actions. The procedure for generating each of these reports is similar, so we will use fill (recruit) actions as an example.

Step	Action
1	From the ART main menu, select <b>Review and Analysis</b> .
2	<p>From the Review and Analysis menu, select <b>Fill Time Reports</b> (or Classification Reports or Non-Fill Action Report):</p>  <p>From the Fill Time Reports menu, select Last 4 Quarters (the only option at this time):</p>  <p>Next, click on the <b>&lt;Proceed to Fill Time Report&gt;</b> on the layout options screen (this screen is not shown).</p>



Step	Action
4	<p>When the report displays, it is sorted by CPAC location by default, and shows the average length of time recruit/fill actions spent in management, CPAC, and CPOC.</p> <ul style="list-style-type: none"> <li>The classification report shows the same information for classification actions, but also distinguishes between "routine" and "non-routine" classification actions.</li> <li>The non-fill report shows the same information for all types of personnel actions other than recruit/fill, e.g., career promotion, LWOP, awards, etc.).</li> <li>You can select from the various radio buttons at the top to view the data in other ways (by command, fiscal year, month, NOA (nature of action), quarter, or UIC). You can also select one of the CPACs by clicking on one of the blue links at the bottom of the graph.</li> </ul>  <p>The screenshot shows the 'ART 1.1' report interface. At the top, there's a title bar 'Army Regional Tools - AGMAASPC021 - Microsoft Internet Explorer'. Below it, a navigation bar includes 'ART 1.1' and a 'Review and Analysis' button. The main content area displays a report titled 'Review and Analysis, Fill Time Reports, Last 4 Quarters, Layout = Last 4 Qtrs Fill Time Report, Action Type = Fill/Recruit Actions, Date Closed = 3 Quarters Back through Groupings'. Below the title, there are radio buttons for selecting the view: CPAC (selected), Command, Fiscal Year, Month, NOA, Quarter, and UIC. The main data is presented as a stacked bar chart. The y-axis represents time in minutes, with labels for 'Fill Time', 'CPOC Time', 'CPAC Time', and 'Mgmt Time'. The x-axis lists various CPAC locations: ABERDEEN PROVING GROUND, ARL - ADELPHI, ARL - APG, CARLISLE, COE BALTIMORE, COE BUFFALO, COE DETROIT, COE HAD NEW ENGLAND, and COE NEW. Each bar is divided into four segments: Management Time (bottom, light blue), CPAC Time (middle-bottom, yellow), CPOC Time (middle-top, pink), and Fill Time (top, dark pink). Numerical values are provided for each segment and the total for each CPAC location. For example, for ABERDEEN PROVING GROUND, the values are: Mgmt Time 12.42, CPAC Time 6.21, CPOC Time 23.05, and Fill Time 41.08, totaling 82.76. The total number of actions for each CPAC location is also listed at the bottom of each bar: 1101, 253, 6, 100, 320, 71, 148, 160, and 211 respectively. At the bottom of the chart, there is a 'View Details' button and a note: '*You can only view 1000 or less RPA's'.</p>

Step	Action
5	<p>If desired, you can view the data that comprise the report by clicking the <b>&lt;View Details&gt;</b> button at the bottom of the report.</p> <ul style="list-style-type: none"><li>Note that you can only view records in groups of 1000 or less. This is true throughout ART. To view details from a report with more than 1000 records, you must first narrow down the number of records by clicking on one of the links (e.g., one of the CPACs), then, if necessary, select a different sort for the selected records (e.g., by command, fiscal year, etc.).</li><li>Once the detail listing is on the screen, you can view the actual personnel actions (RPAs) that comprise the report by clicking on the "Smart Number" link. This will display the same RPA Viewer window as the RPA Tracker, page 61-68. You can also click on the links in the "Name" column to display a particular employee's record (similar to that seen when using Employee Data, page 24-25).</li><li>You can resort the data using the <b>&lt;Resort Data&gt;</b> button at the bottom of the detail table, or export the data to Excel for additional analysis using the <b>&lt;View in Excel&gt;</b> button.</li></ul>

Army Regional Tools - AGMAAASPC021 - Microsoft Internet Explorer

ART 1.1

Review and Analysis

Review and Analysis; Fill Time Reports; Last 4 Quarters; Layout = Last 4 Qtrs Fill Time Report; Colorized by : Action Type = Fill/Recruit Actions; Date Closed = 3 Quarters; Groupings: CPAC = ARL - APG  
Sorted by Request Date, Smart Number, Request Sequence

Request Date	Smart Number	Request Sequence	Actions Requested	NOA	Name	Pay Plan Series Grade	Eff dt	Date Closed	CPOC Entry Date	
02APR	4ACARAM00	104672	APP	130		GS-2210-12	2002-10-06	2002-10-16	2002-05-06	ACXAI
02JAN	4ACARAM00	077760	APP	101		GS-1102-12	2002-09-08	2002-09-16	2002-02-04	ACXAI
02MAY	4ACROA400	107086	APP	171		GS-0326-04	2002-06-10	2002-06-13	2002-05-13	ACXAI
02OCT	4ACARAM00	147906	CAO, TRANSFER	721		GS-1102-13	2002-12-15	2002-12-20	2002-10-09	ACXAI
02OCT	4ACARAM00	147910	CAO, TRANSFER	721		GS-1105-07	2002-12-15	2002-12-20	2002-10-09	ACXAI

Resort Data

View in Excel

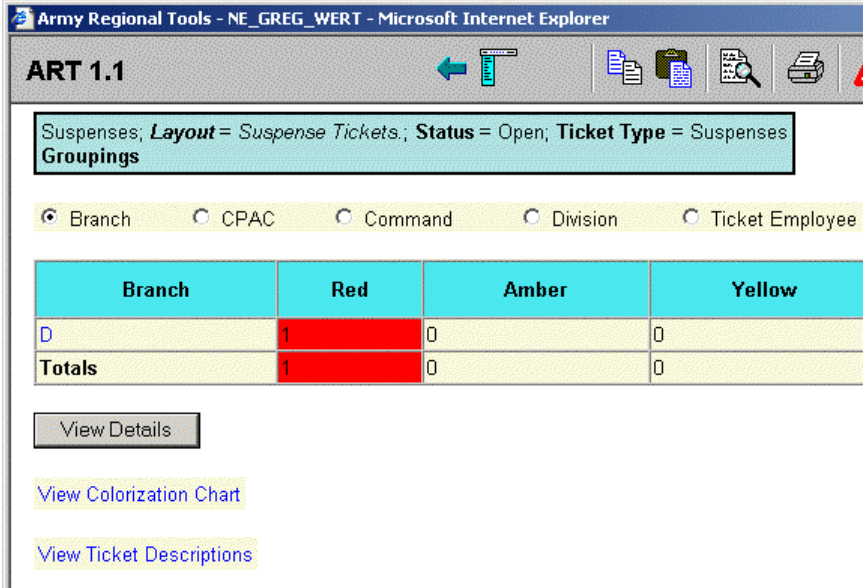
RPA Type	Total	Avg MGR Time	Avg CPAC Time	Avg CPOC Time	Avg Personnel Time
Fill/Recruit	5	22.8	5.9	37.9	43.8
Other	0	NA	NA	NA	NA
RPA Total	5				

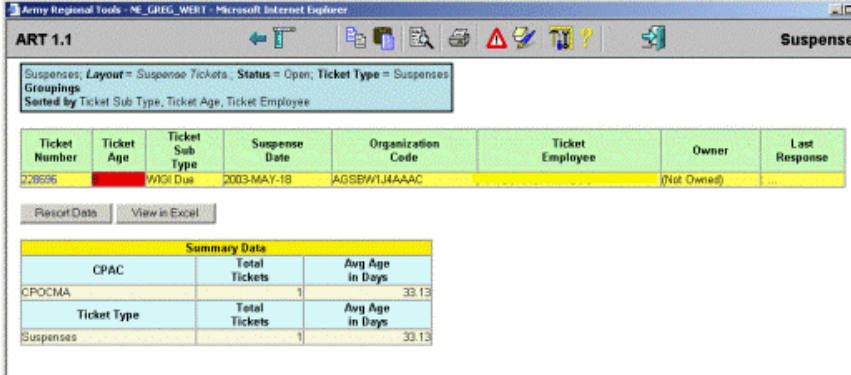
## Suspenses

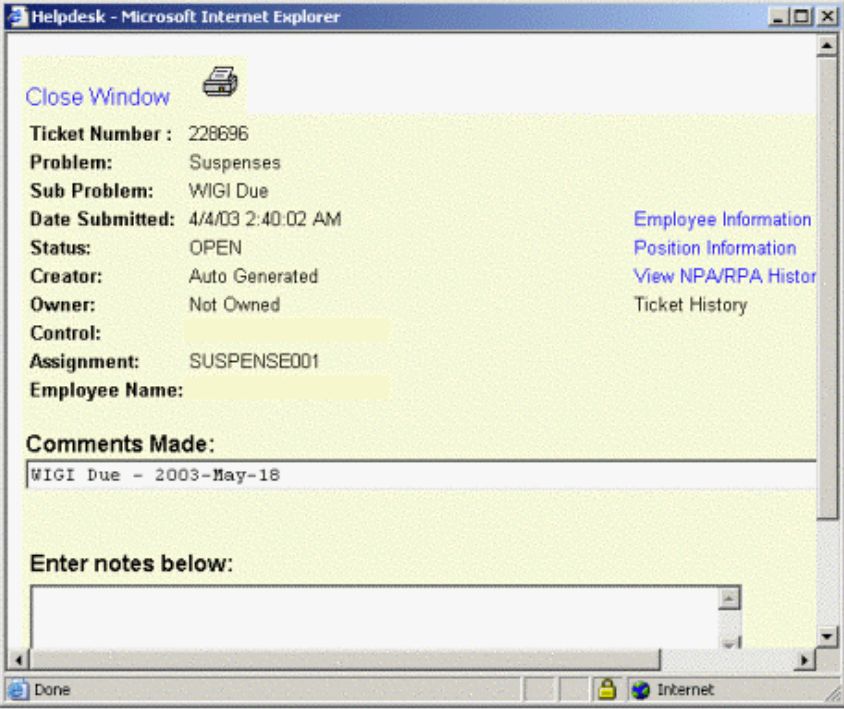
**Purpose** **Suspenses** provides information for personnelists and managers about upcoming personnel action suspenses such as expiring appointments, expiring temporary promotions, within grade increases coming due, etc. It includes actions that are system-generated (e.g., within grade increases) as well as actions that may require initiating and submitting a Request for Personnel Action (e.g., extending a temporary appointment). Information is for suspenses that are coming due within the next 30 days.

**Another Source of Suspense Information** In addition to the ART **Suspenses** tool, the CSU Application has a Suspense report that provides similar information. The primary difference is that the CSU Suspense report allows you to indicate the timeframe of the suspenses to be displayed. For information on how to run CSU reports, see the "Reports" section of the CSU Application part of the DCPDS Desk Guide. When you are in the Reports section of the CSU Application, select "Suspenses" from the list of available reports.

**Accessing Suspenses** Follow these steps to access ART Suspense information:

Step	Action
1	Log in to the ART tools; select < <b>Suspenses</b> > from the Main Menu.
2	On the "Layout" screen that displays, click on < <b>Proceed to Helpdesk</b> >.
3	<p>If you are logged in as a Manager, you will probably not have many suspenses and you can click on the &lt;<b>View Details</b>&gt; button at the bottom of the "Groupings" window:</p> 

Step	Action
	<ul style="list-style-type: none"> <li>• <b>Colorization of suspense tickets:</b> Suspense tickets are colorized based on the number of days until the suspense date arrives -- from red, indicating that the date is very close (or has passed), to green indicating that the date is further out. Hence the colorization is intended to convey the "urgency" of the suspense (red needing attention sooner than green).</li> <li>• The <b>&lt;View Ticket Descriptions&gt;</b> button displays a list of the different types of Helpdesk tickets in ART. Scroll down this window to see the "Suspenses" section (toward the bottom of the list) which lists the types of suspenses that are tracked (some have descriptions, some do not).</li> <li>• If you are logged in as a Personnelist, you may have many more suspenses and may need to narrow the suspenses down to a specific branch, CPAC, command, etc., using the radio buttons at the top of the screen. ART will not display more than 1000 suspenses at a time.</li> </ul>
4	<p>The list of suspenses displays:</p>  <p>The screenshot shows the ART 1.1 web application interface. At the top, there's a toolbar with various icons. Below it, a filter bar shows 'Suspenses; Layout = Suspense Tickets; Status = Open; Ticket Type = Suspenses'. The main data table has columns: Ticket Number, Ticket Age, Ticket Sub Type, Suspense Date, Organization Code, Ticket Employee, Owner, and Last Response. A single row is visible with Ticket Number 278036, Ticket Age 8/28 Due (highlighted in red), Suspense Date 2003-MAY-18, Organization Code AGSEW1J4AAAC, and Owner (Not Owned). Below the main table is a 'Summary Data' table with columns: CPAC, Total Tickets, and Avg Age in Days. The summary table shows 1 total ticket for CPAC with an average age of 33.13 days.</p> <p>In this example, there is one pending suspense for a within grade increase coming due in 8 days (indicated by the "ticket age").</p>

Step	Action
5	<p data-bbox="548 268 1404 321">To view the actual suspense ticket, click the blue link in the Ticket Number column:</p>  <ul data-bbox="548 1056 1404 1281" style="list-style-type: none"> <li>• The Suspense ticket provides links to employee and position information, NPA/RPA history, and any other tickets pertinent to the employee.</li> <li>• It also provides a place for you to make notes. If you have a question on a suspense, you can enter it in the Notes section, then click on the &lt;<b>Submit Notes</b>&gt; button at the bottom of the window (not visible in the illustration above). If there are other notes that have been made, they will also be visible on the ticket.</li> </ul>